



## **INVITATION FOR APPLICATIONS**

### **THE POSTS OF DIRECTOR AND DEPUTY DIRECTOR FOR THE WITNESS PROTECTION UNIT, REPUBLIC OF LIBERIA**

#### **BACKGROUND**

On July 21, 2021, during the fourth session of the Fifty-fourth Legislature of Liberia, the House of Representatives adopted and passed the Witness Protection Act of 2021 (House Engrossed Bill No. 17) on its third and final reading. Subsequently, during the fifth session, the Senate also endorsed the bill, adopting it on its third and final reading, thereby enshrining it into law.

Sections 2 and 3 of the Witness Protection Act speak to the structure and tenure, as well as the power and functions of the staff that will manage the agency. Further to the above, Section 2.1 names a vetting committee headed by the Ministry of Justice and includes members from the Liberia Anti-Corruption Commission and the Independent National Commission on Human Rights.

Against this background, the Vetting Committee hereby invites interested and qualified individuals to submit their applications for the posts of Director and Deputy Director to manage the Witness Protection Unit at the Ministry of Justice.

#### **POSITION SUMMARY: THE DIRECTOR**

The Director shall be the principal head of the Unit and shall oversee the day-to-day operations and administration of the Unit, including its personnel, finances, and logistics. As the principal head of the Unit, he/she shall be the official spokesperson. He/she shall manage the safety of witnesses and their immediate family members during pre-trial and post-trial phases. Facilitate, where applicable, the creation of new identities, documentation, housing, and basic living expenses for witnesses. Determine the appropriate protection status to be accorded to a witness based on the nature of the information. Maintain the integrity of the justice system and provide a conducive atmosphere for witnesses' trust, confidence, and security. Collaborate and coordinate with law enforcement agencies and relevant government institutions. The Director shall be appointed by the President based on the

recommendation of the Vetting Committee, with the advice and consent of the Senate.

## **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR**

### **A. Investigation and Pre-Hearing**

- Maintain complete anonymity and minimum exposure for witnesses.
- When necessary, delay the disclosure of the identity and identifying information of a witness for as long as possible, provide advance notice if exposure is necessary, and request the court to allow redaction of names, addresses, and identifying information regarding the witness.
- Once disclosure is made during the investigation, exposure of the witness should be reduced through the use of safe houses, temporary relocation, minimum movement, provision of guards, and other methods to ensure security.
- If need be, provide protection for immediate family members as identified by the potential witness.
- Enter into a memorandum of understanding outlining the rights and obligations of both parties.

### **B. Hearing**

- Request the court to allow redaction of names, addresses, and other relevant information regarding the identity of the witness, when necessary.
- Provide adequate physical security and psycho-social support for the witness in response to the risk level.
- Provide secure premises (hardened, guarded, and protected) as the situation requires.
- Ensure the protection of the witness's identity; request the court for special security measures consistent with the risk level of the witness, including but not limited to the following:
  - Customized courtroom design where the public gallery is separated from the court by bulletproof glass;
  - Ensure that special and different entrances are provided for all court actors: the judges, counsel, the accused, and the witnesses;
  - Ensure the witness or witnesses have a welfare officer always present for psychological counseling and support;
  - Monitor in-camera proceedings;
  - Ensure the use of witness pre-trial statements in place of court testimony;
  - Ensure mandatory orders prohibiting photography;
  - Ensure orders to expunge inadvertent disclosure of the witness's name or identity;
  - Ensure the use of techniques of facial and voice distortion;
  - Ensure the use of closed-circuit television or video conferencing;
  - Provide safe movement for witnesses.

### **C. Post-Trial**

- In consultation with the witness, provide long-term security and care.
- Maintain regular contact and continuous threat and risk assessments.
- Witnesses may be relocated temporarily or permanently.
- A person whose protection has not been terminated under this Section shall not disclose his/her former identity for any purpose, and it shall be unlawful for that person in any proceedings or for any purpose in the Republic of Liberia to claim that his/her new identity is his/her only identity.

### **QUALIFICATIONS:**

Applicant must be a lawyer, member of the Liberia National Bar Association, and must be in good standing and must have practiced law for at least five years

### **EDUCATION:**

A minimum of a Bachelor's degree in law. A Master degree in law, Public Administration, Criminal Justice, Human Rights, Psycho-Social Counseling, Security Studies, or a related field will be added advantages.

### **PROFESSIONAL EXPERIENCE:**

At least ten (10) years of relevant experience in governmental service at a senior managerial level or equivalent in international organizations, law enforcement, psycho-social counseling, or related areas.

Must have practiced law in the Republic of Liberia for at least five years.

Proven knowledge of complex security systems for people's protection and institutional frameworks that supports their protection. Must have sufficient knowledge of the processes of cases involving the protection of state witnesses before an international tribunal.

Working knowledge of the Witness Protection Act.

Working knowledge of the Whistle Blower Act.

Working knowledge of all integrity institutions and their roles.

Working knowledge of all security apparatus and how to access them for the protection of witnesses/whistleblowers.

### **SKILLS AND COMPETENCIES:**

Strong understanding of witness protection mechanisms.

Strong understanding of how to work the system to ensure that witnesses are not compromised.

Strong security mechanisms for intelligence gathering and protection.

Excellent leadership, strategic planning, and organizational skills.

Strong analytical and problem-solving skills.  
Ability to manage budgets and financial resources effectively.  
Exceptional communication and negotiation skills, with proficiency in public speaking and media relations.

**PUBLIC SERVICE AND INTEGRITY:**

Must be a Liberian of not less than 30 years.  
Personal attributes of high ethical standards and integrity. Must be of impeccable moral character, with integrity and impartiality, and has neither been convicted of any criminal offense nor declared bankrupt in any jurisdiction.  
Commitment to justice, accountability, and the rule of law.  
Must be knowledgeable in Liberian constitutional and criminal laws.  
Must be capable of working with the international community in the formulation of the mechanisms, procedures, and processes for the witness protection program.  
Must have a work ethic that comprises the strictest level of confidentiality.

**SUPERVISION AND DELEGATION:**

Must have experience in delegating and supervising highly professional legal minds, administrators, consultants, and others.  
Ability to work under pressure, collaborates with individuals from diverse backgrounds, and manages multiple priorities.

**POST SUMMARY: THE DEPUTY DIRECTOR :**

The Deputy Director shall support the Director by providing strategic and results-oriented leadership to the day-to-day operations and administration of the Unit. In this pivotal role, the Deputy Director will provide essential support in executing the Unit's mission by overseeing critical operations, driving innovative initiatives, and enhancing team performance to achieve organizational goals.

**DUTIES AND RESPONSIBILITIES OF THE DEPUTY DIRECTOR**

Support the Director in the development and implementation of strategic plans that align with the organization's objectives and mission.  
Lead cross-functional teams to ensure the successful recording of witnesses' testimony, fostering collaboration and confidentiality for their protection.  
Analyze operational and administrative processes, and identify opportunities for improvement to enhance efficiency and effectiveness.  
Monitor key performance indicators (KPIs) and prepare reports to provide insights on team performance and operational outcomes as they relate to witnesses.

Facilitate communication to promote a cohesive working environment and ensure alignment on objectives.

Mentor and develop team members, providing guidance and support to enhance their professional growth.

Report to the Director.

Working knowledge of the Witness Protection Act.

Working knowledge of the Whistle Blower Act.

Working knowledge of all integrity institutions and their roles.

Working knowledge of all security apparatus and how to access them for the protection of witnesses/whistleblowers.

### **EDUCATION:**

A minimum of five years' management experience in administration, human resources, security, human rights, and communications.

Must have a Bachelor's degree in law, criminal justice, public administration, or other related fields.

### **SKILLS AND COMPETENCIES:**

Demonstrated ability to develop and execute strategic initiatives that drive organizational success.

Strong analytical skills, with the ability to interpret complex information for informed decisions.

Excellent communication and interpersonal skills, with a focus on collaboration and relationship-building.

Deep understanding of financial management principles and budgeting processes.

Proficiency in situational analysis and strategic planning.

Promote diversity and inclusion within the workplace.

### **PUBLIC SERVICE AND INTEGRITY:**

Must be a Liberian aged not less than 28 years.

Personal attributes of high ethical standards and integrity. Must be of impeccable moral character, with integrity and impartiality, and has neither been convicted of any criminal offense nor declared bankrupt in any jurisdiction.

Commitment to justice, accountability, and the rule of law.

Must be knowledgeable in Liberian constitutional and criminal laws.

Must be capable of working with the international community in the formulation of the mechanisms, procedures, and processes for the witness protection program.

Must have a work ethic that comprises the strictest level of confidentiality.

### **SUPERVISION AND DELEGATION:**

Must have experience in delegating and supervising highly professional legal minds, administrators, consultants, and others.

Ability to work under pressure, collaborates with individuals from diverse backgrounds, and manages multiple priorities.

### **REPORTING AND INDEPENDENCE:**

Through the Director, the Witness Protection Unit shall prepare and present annual progress reports to the Minister of Justice and Attorney General, with a copy to the Executive Chairperson of the Liberia Anti-Corruption Commission (LACC).

### **APPLICATION PROCEDURE :**

Interested candidates should submit their CV, a cover letter, all relevant credentials, and contact details for three professional references to:

In-Person Delivery:       The Chairman  
                                  The Vetting Committee for the Witness Protection Unit  
                                  Ministry of Justice  
                                  6<sup>th</sup> Floor  
                                  UN Drive and Sekou Toure Avenue  
                                  Monrovia, Liberia

Via Email: [ksiaffabahn@gmail.com](mailto:ksiaffabahn@gmail.com) / [sbkemokaiii@moj.gov.lr](mailto:sbkemokaiii@moj.gov.lr)

**APPLICATION TIME LINE: THURSDAY, AUGUST 14 TO THURSDAY, AUGUST 28, 2025 BY 5:00 P.M**