

**Liberia Telecommunications Authority  
12th Street Sinkor – Tubman Boulevard  
Monrovia, Liberia**



**Internal Vacancy Announcement**

**Job Title:** Associate Internal Auditor  
**Department:** Administration, Operations & Legal  
**Deadline:** September 9, 2013 at 4:00pm

**Position Objective:**

Examine and evaluate the adequacy, effectiveness and efficiency of LTA's internal control systems and procedures and recommend corrective actions to improve operations, enhance internal controls and reduce costs where possible.

**Key accountabilities:**

**Internal Audit:**

1. Collect and analyze data to aid in detecting deficient controls, duplicate effort, extravagance, fraud, or non-compliance with laws, regulations, and Management policies.
2. Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted and appropriate accounting procedures to record transactions
3. Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity
4. Review and report on the adequacy, timeliness and relevance of the financial and other information that is provided to the Board of Commissioners
5. Work with Management to ensure a system is in place which ensure that all major risks of the LTA are identified and analyzed, on an annual basis.
6. To assist in the planning, organizing and carrying out the internal audit function including the preparation of audit plan which fulfills the responsibility of the department.
7. To report on the value for money that LTA obtains in its activities with special regards to economy, efficiency and effectiveness.
8. Identify key areas of risk within the LTA and propose appropriate controls to mitigate the risks.

**Continuous improvement:**

1. Assist in the development of an internal control culture, including interpreting financial laws and regulations.
2. Conduct ad-hoc investigations and reviews as requested by the Board of Commissioners
3. Participate in meetings when requested by the Board of Commissioners

**Reporting:**

1. Report to the Internal Auditor and to the Board of Commissioners as may be required, internal control issues and implementation of the Internal Audit Plan.

**Interactions with other functions/external bodies:**

1. Frequent interaction with all LTA personnel and Board of Commissioners.

**Key Skill Set:**

1. Keen knowledge of International Financial Reporting Standards (IFRS) including International Standards of Auditing (ISA).
2. Well knowledgeable in internal audit, risk and control functions
3. Knowledge and good understanding of the dictates of the PPCC Law and Public Financial Management Law and Regulations of Liberia
4. Excellent communication and presentation skills
5. Independent thinker and ability to work unsupervised but willing to accept instructions

**Preferred Personal Attributes:**

1. Integrity
2. Personal organization and planning skills
3. Capable of a rigorous analytical approach and result oriented
4. Perseverance in the analysis of issues
5. Resilience and ability to work under stressful conditions
6. Ability to organize and prioritize
7. Ability to place details in a wider context
8. Ability to explain findings and to convince the management to implement audit recommendations.

**Qualification & Experience:**

1. Bachelor Degree in Accounting, Finance or Business Administration
2. Internationally recognized accounting or auditing certification is desirable and is an added advantage to a candidate
3. IT MS Office (Word, PowerPoint, and Excel) proficiency.

**Professional Experience:**

Years of experience require for the position: At least two (2) years relevant work experience in an Internal Audit or internal control function. Working experience in Government of Liberia Financial Management Framework will also be considered.

**QUALIFICATIONS & EXPERIENCE:**

- High School diploma and 6 months or one year related experience in administration.
- Skilled in the use of personal computers and related software applications.
- Good telephone skills

**OTHER REQUIREMENTS:**

- Good oral and written skills
- Skill in establishing priorities and managing workload.
- Perform other duties as may be needed. Honesty, Personal Integrity and Confidentiality are essential.
- Proven ability and experience working with senior levels of management.
- Excellent ability to make convincing presentation and good analytical skills.
- Ability to organize resources and establishing priorities.
- Ability to foster a cooperative work environment and to work collaboratively in a diverse setting.
- Excellent interpersonal and persuasive skills.
- Working knowledge of MS Word, Access, Excel and Power Point.

### **SELECTION PROCESS:**

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. **Only** short-listed applicants will be contacted. Selected candidates may be required to submit, prior to being hired, *a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.*

Interested applicants must submit the following for the application to be considered:

- 1) Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.
- 2) Each application must be submitted in a sealed envelope, addressed to:  
**Liberia Telecommunications Authority**  
**Application for Associate Internal Auditor**  
**Administration & Operations Office**  
**Catholic Junction, Behind Concern NGO**  
**Monrovia, Liberia**