



Promoting Accountability of Public Resources

Human Resources Unit

Office of the Senior Human Resources Manager
Republic of Liberia

Email: sbchangbe@gac.gov.lr
Cell#: (+231) 0777550067/0888696196

EXTERNAL VACANCY

Job Profile

Job title: Regularity Audits Manager (Manager Level III)

Office: Government Audits Department

Responsible to: Senior Manager /Director- Regularity Audits

Grade: 13

Application deadline: **July 17, 2026 @4:00 PM**

Core Description

The role holder will work in collaboration with the Senior Manager/Director in the management and execution of assignments by the audit teams and prepare reports for consideration by the Senior Manager

Job responsibilities

- Participate / Lead audit teams
- Conduct stand-alone audit work under the supervision of the Director / head of audit group.
- Provide input for the preparation of audit strategies, programs and management of the execution of audit engagements;
- Ensure that requirements of quality assurance and review are met through the first stage review;
- Collaborate with team leader in the review and evaluation of the system of management controls and assess their effectiveness;
- Collaborate with team leader in the preparation of assignment related to Job Progressive Performance Monitoring Reports for all team members under his supervision;
- Maintain adequate Working Papers File for review by Team Leader;
- Prepare audit observations supported with adequate working papers for submission to the Team Leader for review
- Collaborate with the Team leader to draft audit report supported with adequate working papers for submission to the Senior Manager;
- Supervise the work of team members and ensure that tasks are accomplished to meet deadlines
- Undertake any other job that may be assigned by the senior manager

Qualifications

- Minimum of a Bachelor's degree in a relevant field



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- Must hold one of the following professional qualifications: CA, CPA, ACCA, CMA or CIMA

Experience

- A minimum of 5 years of relevant experience, of which 3 years must have been at a managerial level

Working conditions

The job is an office-based role with minor exposure to hazards and moderate physically demanding activities such as prolonged use of the computer. There is an infrequent requirement for early start, late finish and work on weekend

Interest and motivation

Public Financial management and Accountability

Core Competencies

Functional Knowledge

- **International Standards of Auditing (ISAs/ISSAIs):** Knowledge and understanding of the International Standards for Supreme Audit Institutions (ISSAIs), and the operational emphasis in terms of the public sector with regards to policy and performance auditing
- **Ethical standards (INTOSAI/IESBA):** Demonstrate an understanding of the role of professional ethics and values in organisational governance in the public sector, by integrating ethical principles into all aspects of public sector financial and operational management
- **Public financial management and internal control:** Knowledge of the processes by which an organisation governs its activities to effectively and efficiently accomplish its mission - International Organization of Supreme Audit Institutions (INTOSAI).
- **Understanding of the public-sector environment:** Knowledge of the role of professional ethics and values, by integrating ethical principles into all aspects of public sector accounting and financial management

Functional skills

- **Performance of Audit Procedures:** Ability to evaluate the performance of a range of public sector entities with emphasis on the use of audited financial and performance information in the measurement of both operational and financial performance
- **Financial Auditing:** Ability to conduct financial audit procedures, evaluate financial reports and apply financial reporting procedures to ensure that stakeholders have reasonable assurance that financial statements are accurate and complete
- **Compliance Auditing:** Ability to determine whether activities, financial transactions and information are, in all material respects, in compliance with the authorities which govern the audited entity
- **Quality Auditing:** Ability to comply with professional standards, ensuring that audits are conducted at a consistently high level



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Behavioural Competencies

- **Engaged:** Express a positive attitude, commitment and enthusiasm towards the job, the team and the GAC. Act in accordance with decisions taken, business plans, goals, policies and guidelines.
- **Structured & methodical:** Plan, organise and prioritize the workload in an efficient way. Keep to established time-frames.
- **Problem Solving Analytical Ability:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations
- **Planning and Organising:** Set goals, create, and implement actions plans, and evaluate the process and results to ensure alignment of work to GAC's goals.
- **Quality focused:** Be thorough and focused on delivering quality and value with regards to products/service in the GAC.

Leadership Competencies

- **Provide clear direction:** Describe expectations and responsibilities for every staff member of the Unit, explain how their work contributes to the vision of the GAC, and what outcomes are required to succeed
- **Coach and Mentor:** Act as an advisor; share wisdom and professional expertise with others and provide
- guidance to strengthen knowledge /skills of GAC professionals
- **Establish Team Goals:** Engage teams to clarify a meaningful vision and purpose and; identify tasks to be performed and results to be achieved.

Live the Values of GAC

- Integrity
- Transparency
- Independence
- Professionalism
- Diversity

Application Procedure:

Kindly submit a cover letter and a CV to the below address:

Senior Human Resources Manager
General Auditing Commission
Old Executive Mansion,
Ashmun Street,
Monrovia, Liberia or

By email to: sbchangbe@gac.gov.lr/oyzscott@gac.gov.lr