

External Vacancy Announcement

The General Auditing Commission is inviting applications from suitably qualified and motivated individuals to fill the following positions:

Available Positions

Auditor I, one position

Auditor III, one position

JOB SUMMARY

- Undertake a variety of basic audits to confirm that transactions have been made in accordance with the rules and regulations and ascertain their accuracy and propriety;
- Collaborate with team leader in the preparation of audit strategies and programs for audit assignments;
- Prepare audit observations supported with adequate working papers for submission to the Team Leader; and
- Maintain adequate current audit file (working papers) for review by the team leader at the end of the audit;
- Collaborate with auditor III to draft audit report;
- Ensure tasks are accomplished to meet deadlines; and
- Undertake any other job that may be assigned by the Team Leader, Branch Head or District Auditor.

QUALIFICATIONS & EXPERIENCE

- Pursuing and have obtained some parts of the CPA, CA, ACCA, or CISA from recognized accounting professional bodies; OR
- A minimum of a Bachelor/s degree in finance accounting or auditing from a recognized university
- A minimum two (2) plus year's minimum experience.
- Must pass a selective competitive interview conducted by the GAC.
- A minimum of two (2) years post qualification relevant work experience.
- Must pass a selective competitive interview conducted by the GAC in consultation with the Public Services Commission;
- National Service certificate.
- The Public Services Commission.

10.0 SKILLS AND COMPETENCIES

- Computer proficiency
- Research and data analysis
- Report writing skills
- Team player
- Adaptability
- Presentation skills
- Knowledge of finance and audit laws and standards
- Honest and maintain high standards of conduct

Application Guidelines

- Interested candidates should submit:
 - A cover letter
 - Updated CV/resume
 - Copies of relevant academic and professional certificates
- **Deadline for submission:** Tuesday, September 10, 2026 @4:00 p.m.

Mode of Application:

Senior Human Resource Manager

General Auditing Commission

Old Executive Mansion Ground

Ashmun Street, Monrovia, Liberia or email to sbchangbe@gac.gov.lr or oyzscott@gac.gov.lr