



**INTERNAL AUDIT AGENCY  
TUBMAN BOULEVARD-OLDEST CONGO TOWN  
MONROVIA-LIBERIA**

**June 5, 2025**

## **Consultancy for Automation of IAA Audit Processes**

### **Background**

The Internal Audit Agency (IAA) is a public sector internal audit institution responsible for establishing and directing internal audit functions in all public sector entities in Liberia. The Agency promulgates standards that guide the practice of internal auditing and internal auditors in the public sector of Liberia.

The IAA is dedicated to ensuring the highest standards of internal audit practices and services that improve the effectiveness of governance, risk management and controls (GRC) to achieve the goals and objectives, efficiency and effectiveness of operations, accuracy and integrity of information, protection of public resources and compliance with laws and regulations.

### **Job Description**

The IAA is currently deployed in government ministries and agencies providing an ongoing compliance reviews, risk assessment, as well as assurance and consulting services. The IAA reports to the president and other heads of government branches on a yearly basis, and to the heads of government entities on a quarterly basis. To enhance reliability, timeliness, accuracy, and completeness of these reports, IAA desires to develop an audit software customized to its audit processes.

### **Job Responsibilities**

- Conduct preliminary assessment of the IAA working environment, evaluate the IT environment and advise on the adequacy of the IT infrastructure for the automation process.
- Hold meetings with key IAA auditors to acquire relevant information and gainful understanding of the IAA processes.



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- Develop an acceptable Internal Audit process flow for IAA, approved by the Director General, Deputy Director General for Audit Services and Deputy Director General for Special Audits as attestation of fit for purpose material.
- Develop a customized Audit Software based on the approved process flows.
- Develop an App integrated with the Audit software that tracks employees' attendance across ministries agencies and commissions (MACs).
- Conduct training for approximately 200 auditors to transfer knowledge for successful implementation,
- Provide 12 months post implementation maintenance support services.
- Transfer technical knowledge to in house IAA ICT Director & staff for sustainability purpose.

## Knowledge and Skill Requirements

- **Core Expertise:** Proven experience in developing audit software, GRC (Governance, Risk, Compliance) systems, or workflow automation tools for public/private sectors.
- Demonstrated capability in system integration, database management and mobile app development (for attendance tracking)
- In-depth knowledge of internal audit principles, practices, and methodologies.
- **Technical Certification (preferred):** Certification in development platforms such as:
  - ✓ MS Certified: Azure solutions architect for cloud based solutions
  - ✓ Certified Software Development Professional (CSDP) or equivalent
- Familiarity with risk management, control, and governance processes.
- Ability to conduct thorough research and apply findings to improve audit practices.
- Excellent reading, writing, analytical skills.

## Professional Qualifications and Certifications

- CPA, CA, ACCA or CIA designation or equivalent is desired.



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- Additional certifications such as Certified Information Systems Auditor (CISA), Certified in Risk and Information Security Controls (CRISC) or Certified Information Security Manager (CISM) are preferred.

## Experience Requirements

- A minimum of five (5) years of experience in software development projects with at least two (2) years involving Audits/GRC Systems.
- Experience in conducting IT infrastructure assessments and compatibility analyses
- Experience in developing and implementing training initiatives for audit professionals.
- Prior work with public sector clients especially audit institutions is a plus.

## Application Deadline

Please submit your application by June 16, 2025.

**Note:** Application package should include Technical Proposal and Financial proposal in separate sealed envelopes, detailing your firm's suitability, evidence of Professional Certification, and any other relevant supporting documentation.

### Submit Application to:

**Director of Procurement  
Internal Audit Agency (IAA)  
TUBMAN BOULEVARD-OLDEST CONGO TOWN  
MONROVIA-LIBERIA  
+231777088880/888504502**

Or

[iaarecruitment@iaa.gov.lr](mailto:iaarecruitment@iaa.gov.lr)

**Mohammed B. Korleh  
Deputy Director General for Administration**