Vacancy Announcement
Email: jobs@tubmanu.edu.lr
Tubman University
Office of Human Resources
Harper, Maryland County
Republic of Liberia

William V.S. Tubman University (TU) is Liberia’s second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Sciences; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University’s teaching, learning, research and community service mission, TU is seeking qualified candidates for the following positions:

Position: **AUDIT ASSISTANT**
Duty Station: Harper, Maryland County
Minimum Qualification: BA/BS
Commencement of Employment Period: May 1, 2015
Closing Date for the Submission of Application: Open until filled
Salary and Benefits: Commensurable Salary, Medical Insurance

Reports To: Internal Auditor

**Position Requirements:**
The successful candidate shall possess a Bachelor’s degree in Accounting, Management, Business Administration or a related field, with minimum 3 years of experience in financial management or auditing. The successful candidate shall possess high level knowledge, skills and experience to meet the requirements of this Internal Audit Charter; and shall support the Internal Auditor in ensuring that the University is in compliance with internal policies and financial compliance issues, financial reporting in the format required by the International Public Sector Accounting Standards (IPSAS) as adopted by the Government of Liberia (GOL). The successful candidate must possess the skills necessary to effectively communicate with campus personnel, campus administrators and the general public. The incumbent shall possess knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite and any other financial software), with a commitment to quality and excellence.

**Position Description:**
- Generally Support and assist the Internal Auditor on all internal and external audit related matters and activities;
• Assist the Internal Auditor in preparing Annual Internal Audit Plan based on risk assessments, including tasks, assignments and timelines for completion of each task;
• Assist in analysis and revision of financial statements
• Initiate the preparation of audit reports and submit to the Internal Auditor
• In consultation with the Internal Auditor, identify audit related matters for the attention of management
• Assist the Internal Auditor in reviewing internal audit reports and follow up for implementation
• Ensure filing and proper record keeping in the unit
• Perform other duties as may be assigned by your supervisor.

The ideal candidate must submit the following materials:

1. A letter addressing key areas of the position and how the candidate’s experience and expertise would benefit the University
2. A cover letter
3. CV
4. Copy of degree or transcript
5. 3 references, including names, titles and contact numbers

Interested applicants should please submit their applications to: job@tubmanu.edu.lr ; or

The Human Resource Office
W.V.S. Tubman University
Harper, Maryland County
Monrovia Office: Congo Town Back Road (Joseph Tate’s Compound)