



REPUBLIC OF LIBERIA

Internal Audit Agency

Oldest Congo Town, Tubman Boulevard - Monrovia, Liberia



Integrity, Objectivity, Confidentiality, Competency

Job Placement for Executive Director for Administration
1. Background of the IAA
The Internal Audit Agency (IAA) of Liberia is the central internal audit oversight institution mandated to establish and direct internal audit functions in all public sector entities to strengthen the effectiveness of governance, risk management and controls through independent, professional, and timely internal audits, evaluations and reviews across government ministries, agencies, and commissions. Established by an Act of Legislature, the IAA promotes transparency, accountability, and value-for-money in the use of public resources. It serves as a cornerstone for good governance, ensuring that internal control systems are robust, risks are identified and mitigated, and laws and regulations are complied with.
2. Job Profile
The Executive Director for Administration is a senior leadership position responsible for the strategic and operational management of IAA's administrative functions. This role ensures that the Agency's internal systems, human resources, logistics, procurement, and institutional support mechanisms are aligned with its audit mandate, relevant laws and governance objectives. The Executive Director serves as a key advisor to the Director General through the Deputy Director General for Administration and contributes to the overall institutional effectiveness of the IAA.
3. Job Description
1. Lead and oversee all administrative functions including Human Resources, Finance, Procurement, Logistics, ICT, and Facilities Management.
2. Develop and implement administrative policies, procedures, and systems that support the IAA's strategic goals.
3. Coordinate the preparation and execution of the Agency's annual activity and operational plans in collaboration with the relevant heads of functions.
4. Ensure compliance with national procurement laws, financial regulations, and internal control standards.
5. Supervise the recruitment, onboarding, and performance management of staff in line with civil service and IAA guidelines.

6. Manage institutional assets, contracts, and service agreements to ensure operational efficiency and cost-effectiveness.
7. Facilitate inter-agency coordination and development partners engagement on administrative matters.
8. Provide strategic input into institutional planning, risk management, and capacity development initiatives.
9. Perform any other tasks as assigned by the DG or DDGA in line with the IAA's goals and objectives.
4. Key Performance Indicators (KPIs)
1. Timely and compliant execution of the IAA's annual budget.
2. Percentage of procurement activities completed within expected timelines.
3. Staff retention and performance improvement metrics.
4. Reduction in administrative bottlenecks and operational delays.
5. Audit readiness and compliance of administrative units.
6. Quality and timeliness of internal reporting and documentation.
7. Satisfaction ratings from internal departments and external partners.
8. Percentage of the approved annual budget executed within expected timelines.
9. Degree of alignment with PPC Act, Regulations and internal procurement policies of the IAA.
10. Percentage of employees with accurate and complete personnel files and completed annual performance reviews.
11. Percentage of institutional assets accurately coded, recorded in the fixed assets register, and accounted for.
12. Level of preparedness for internal audits of administrative units.
13. Average time taken to process internal memos, approvals, and correspondence.
14. Percentage of time core administrative systems are operational and accessible.
15. Percentage of administrative activities executed in compliance with laws and regulations.
16. Timeliness and accuracy in managing service contracts and renewals.
17. Average time to resolve reported infrastructure or facility issues.
18. Number of times internal senior management team meetings are held on time and minutes recorded and shared.
5. Managerial Responsibilities
1. Supervise heads of administrative units and ensure cross-functional coordination.
2. Lead performance planning, evaluation and capacity-building initiatives for all IAA employees.
3. Foster a culture of professionalism, integrity, and continuous improvement.

4. Resolve internal conflicts and ensure adherence to institutional policies.
5. Represent the IAA in high-level administrative forums and inter-agency platforms.
6. Reporting Responsibilities
1. Reports directly to the Director General of the IAA through the Deputy Director General for Administration.
2. Provides quarterly and annual reports on administrative performance, budget execution, and institutional support.
3. Coordinates with the Internal Audit Unit to ensure administrative compliance and readiness for audit.
4. Interfaces with the Civil Service Agency, Public Procurement and Concessions Commission (PPCC), and Ministry of Finance and Development Planning on regulatory matters.
7. Academic and Experience Requirements
1. Master's degree in public administration, business administration, Management, Finance, or a related field.
2. Professional certification in procurement, human resources, or financial management or a law degree will be an added advantage.
3. Minimum of 3 years of progressive experience in public sector administration, with at least 2 years in a senior management role.
4. Demonstrated knowledge of Liberian public sector laws, regulations, and institutional frameworks.
5. Females are highly encouraged to apply and will be highly considered.
8. Applications should be addressed to: Director of Human Resources Internal Audit Agency (IAA) Congo Town Monrovia, Liberia
Telephone: +231-0777088880/888504502 Deadline for application is Friday October 24, 2025