

# VACANCY ANNOUNCEMENT

The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the below listed position in its Internal Audit Department.

## 1. IT Auditor (1 Position)

### **Background:**

- To ensure that the Internal Audit department provides professional IT audit work adherence to The Institute of Internal Auditor's mandatory guidance including the Definition of Internal Auditing, the core of Ethics, and the International Standards for the Professional Practice of Internal Auditing Standards and other IT related functions being performed by the Payment System Department, VregCross and Collateral Registry of the Regulation & Supervision Department couple with the audit of the Management Information System & Technology.

### **Essential Functions:**

- Provides professional audit work, individually or as a team leader, in conducting reviews of assigned organizational activities in accordance with Standards for the Professional Practice of Internal Audit.
- Plans and executes corporate information technology (IT) audit projects designed to provide assessment of internal control processes and operational performance, in accordance with department and professional standards.
- Demonstrate and apply a thorough understanding of complex information systems. Prepares and reviews audit work papers and reports documenting the result of reviews of assigned activities and recommended management action.
- Use knowledge of the current IT environment and industry IT trends to identify potential issues and risks.
- Performs, individually or as part of a team, IT audits of the Central Bank of Liberia in accordance with the Standards for the Professional Practice of Internal Audit as set forth by the IIA, and department standards.
- Prepares detailed plans for performing individual audits including the identification of key risks and controls, determination of audit objectives, and development of an appropriate audit program. Recommends the necessary staff and budget to complete the project.
- Prepares under minimal supervision audit reports designed to provide operating and Central Bank of Liberia management and the Audit Committee of the Board of Governors with an objective assessment of systems, processes and operations, and management's planned corrective actions.
- Participates in reviews of internal controls and security of systems under development as well as major IT projects and initiatives.
- Assists in the development and execution of a comprehensive audit plan based upon risk assessment, management's goals and objectives, and the requirements of the Board Audit Committee. Identifies potential audit areas, assists with assessing the degree of inherent risk, and estimating the time and skills required to complete audit projects. Assist in the development of IT staff in the Internal Audit Department.

**Education:**

A minimum of undergraduate degree in computer science, networking, accounting, finance or a related field, or sufficient experience in public accounting, internal auditing, or other field that would provide the same basic knowledge.

- A minimum of four years operational IT audit experience in an environment that provides exposure to sophisticated information systems audit techniques, network security, technology infrastructure, software development, project management, or a related field for which Internal Audit has a need.
- At least a certification as a Certified Information Systems Auditor (CISA), and/or specific to the information technology industry such as a Certified Network Engineer, Certified Security Professional, or other certification for which Internal Audit has a need. And if considered, the person will be required to sit for one of the following certifications: Certified Internal Auditor (CIA), Certified Public Accountant (CPA) from AICPA, Association of Chartered Certified Accountant (ACCA),
- Understanding of concepts related to information systems audit, including security and control risks such as logical and physical access security, change management, information security, business recovery practices and network technology.
- A minimum of six years operational IT audit experience.
- Experience with electronic audit work paper technology.
- Previous experience in the financial services industry (i.e. banking,

**Necessary Knowledge, Skills and Abilities:**

- Strong computer skills, particularly with databases and spreadsheets
- Analytical Skills
- Ability to Multi Task
- Decision Making Skills
- Team Player
- Leadership skills
- Demonstrated organizational Skills
- Proficient in MS Office applications. (Outlook, Word, Excel, PowerPoint, Access, and Visio)
- Demonstrated ability to work independently while contributing to the success of the team
- Oral and written communication skills

**Application Requirements**

Only electronic applications will be considered. Cover letters and resumes/CVs should be addressed to the Director of Human Resources Management Department, Central Bank of Liberia and sent to [cbljobs@cbl.org.lr](mailto:cbljobs@cbl.org.lr). Applicants must also attach copies of relevant academic credentials.

The deadline for all applications is Friday, September 6, 2019 no later than 4:00 p.m. Please note that only short-listed candidates will be contacted to sit employment test where applicable and/or interviews.