



Vacancy Announcement

AME University
34 Camp Johnson Road
Monrovia, Liberia
jobs@ame.edu.lr

AME University is a faith-based institution located in Monrovia, Liberia. Founded in 1995. The University has grown progressively over the years. In fostering its mission, the University is seeking highly experienced, vibrant, and progressive staff to serve in different areas with a cutting-edge academic vision and to work in leading the institution as it continues to accelerate in becoming a premier tertiary institution in Liberia.

Internal Auditor

I.

Vacant Position: Internal Auditor	Opening Date: May 25, 2022
Opening to: External Applicants	
Classification: Regular	Application Deadline: June 15, 2021
Schedule status: Interview	Interview: TBA
Salary & Benefits: Commensurate with experience	

Note: This announcement does not represent the entire job description. HR Department will provide successful candidates with a complete Job Description.

II. OUR IDEAL CANDIDATE SHOULD HAVE:

- 2.1 Should have a master's degree in a business-related discipline with four (4) years of working experience with a recognized institution and should have proof of acquired technical skills in auditing. (Certificates).
- 2.2 Two (2) years of working experience in auditing and control.
- 2.3 Five (4) years of working experience with at least strategies.

III. KEY RESULTS AREAS:

- 3.1 Monitoring and reporting on the effectiveness and efficiency of risk management activities, and through its operational assurance reviews;
- 3.2 Reviewing and appraising the adequacy and applications of all systems of control, both existing and proposed, to promote effective control at a reasonable cost;
- 3.3 Ascertaining the level of compliance with established policies, procedures, directions, and appropriate legislation;
- 3.4 Determining the effectiveness with which the University's assets are accounted for and safeguarded from losses of all kinds;

- 3.5 Ascertaining the accuracy, reliability, and timeliness of management information produced within the University;
- 3.6 Conducting special investigations, such as fraud reviews and other ad hoc assignments.

Apply at **jobs@ame.edu.lr** or return a completed resume and cover letter explaining your qualifications and interest in this position to **AME University, 34 Camp Johnson Road, Monrovia, Liberia. Department of Human Resources.**