July 28, 2025

REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FOR CONSULTANCY TO AUTOMATE IAA'S AUDIT PROCESSES.

BACKGROUND

The Internal Audit Agency (IAA) is an autonomous Public Sector Institution with a mandate to establish and direct internal audit functions in all public sector entities in Liberia.

The Agency desires to promulgate standards that will guide the practice of internal auditing and internal auditors in the public sector.

JOB DESCRIPTION

To enhance reliability, timeliness, accuracy, and completeness of its reports, IAA desires to develop an audit software customized to its audit processes.

JOB RESPONSIBILITIES

The successful candidate will be required to perform the following tasks:

i. 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.

ii. Develop an acceptable Internal Audit process flow for IAA, approved by the entity.

iii. Develop a customized Audit Software based on the approved process flows.

iv. Develop an App integrated with the Audit software that tracks employees' attendance.

v. Conduct training for approximately 200 auditors to transfer knowledge for successful implementation for 12 months post implementation maintenance support services.

vi. Perform a User Acceptance Test to verify the adequacy of the software features

KNOWLEDGE AND SKILL REQUIREMENTS

i. **Core Expertise**: Proven experience in developing audit software, GRC (Governance, Risk, Compliance) systems, or workflow automation tools for public/private sectors.

ii. Demonstrated capability in system integration, database management and mobile app development (for attendance tracking)

iii. In-depth knowledge of internal audit principles, practices, and methodologies.

iv. **Technical Certification (preferred):** Certification in development platforms such as: MS Certified: Azure solutions architect for cloud-based solutions

v. Certified Software Development Professional (CSDP) or equivalent

vi. Familiarity with risk management, control, and governance processes.

vii. Ability to conduct thorough research and apply findings to improve audit practices.

PROFESSIONAL QUALIFICATIONS AND CERTIFICATIONS

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

ii. 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

i. A minimum of five (5) years of experience in software development projects with at least two (2) years involving Audits/GRC Systems.

ii. Experience in conducting IT infrastructure assessments and compatibility analyses, and experience in developing and implementing training initiatives for users.

iii. Prior work with public sector clients especially audit institutions is a plus.

APPLICATION DEADLINE

Please submit your application on or before 4:00PM on Tuesday, August 26, 2025.
Note: Application package should include Technical and Financial proposal in separate sealed envelopes, detailing your firm's suitability, evidence of Professional Certification, and tax clearance and business registration.

Submit Application to:
Director of Procurement
Internal Audit Agency (IAA)
TUBMAN BOULEVARD-OLDEST CONGO TOWN
MONROVIA-LIBERIA
+231777088880/888504502/770666756
Or
iaarecruitment@iaa.gov.lr

Mohammed B. Korleh
Deputy Director General for Administration