



Administration

1. Introduction

The Universal Access Fund is seeking qualified Liberians to apply for the position of Internal Auditor to be assigned to its Universal Access Fund. This document outlines the terms of reference for the internal auditor assigned to the Universal Access Fund. The purpose of the internal audit position is to provide independent and objective assurance on the effectiveness, efficiency, and compliance of the program with relevant laws, regulations, and policies.

2. Objectives

The main objectives of the internal audit position are to:

- Assess the adequacy and effectiveness of the program's internal controls.
- Ensure compliance with applicable laws, regulations, and policies.
- Evaluate the efficiency and effectiveness of program operations.
- Identify areas for improvement and provide recommendations.

3. Scope of Work

The scope of the internal audit includes, but is not limited to, the following areas:

- **Governance and Oversight:** Evaluate the governance structure, oversight mechanisms, and accountability frameworks.
- **Financial Management:** Review financial planning, budgeting, accounting, and reporting processes.
- **Procurement and Contract Management:** Assess procurement practices, contract management, and supplier performance.
- **Program Implementation:** Examine the implementation of projects and initiatives under the program.
- **Risk Management:** Evaluate the risk management processes and their effectiveness in mitigating identified risks.
- **Compliance:** Check compliance with relevant laws, regulations, policies, and procedures.

- **Performance Management:** Assess the performance measurement and monitoring mechanisms.

4. Methodology

The internal auditor will use a risk-based audit approach, which includes the following steps:

- **Planning:** Develop an audit plan based on a preliminary risk assessment.
- **Fieldwork:** Collect and analyze data, conduct interviews, and review documentation.
- **Conduct pre-audit** of all financial requests
- **Reporting:** Prepare an audit report with findings, conclusions, and recommendations.
- **Follow-up:** Monitor the implementation of audit recommendations and report on progress.

5. Deliverables

The internal auditor will deliver the following:

- **Audit Plan:** A detailed plan outlining the audit objectives, scope, methodology, and timelines.
- **Audit Reports:** Periodic reports highlighting key findings, conclusions, and recommendations.
- **Follow-up Reports:** Reports on the status of implementation of audit recommendations.
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6. Responsibilities

The internal auditor is responsible for:

- Conducting audits in accordance with established audit standards and guidelines.
- Maintaining confidentiality and integrity of audit information.
- Communicating audit results clearly and effectively to stakeholders.
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7. Independence and Objectivity

The internal auditor must maintain independence and objectivity in performing audit activities. The internal auditor should have no conflicts of interest and should report functionally to the Universal Access Fund Board and

administratively to the LTA's Commissioner for the Project Implementation Unit of the Universal Access.

9. Resources

The internal auditor will be provided with the necessary resources, including access to relevant documentation, systems, and personnel, to perform the audit effectively.

10. Educational Background

- **Bachelor's Degree** in Accounting, Finance, Business Administration, or a related field. A Master's degree in a relevant field is a plus. 11

11. Professional Experience

- **Work Experience:**
 - At least 3-5 years of experience in auditing, preferably within the telecommunications sector, public sector, or private sector.
- **Technical Skills:**
 - Strong understanding of financial and operational auditing principles and practices.

12. Key Competencies

- **Analytical Skills:** Ability to analyze complex data, identify trends, and make recommendations based on findings.
- **Attention to Detail:** Precision in examining records, financial statements, and other relevant documentation.
- **Communication Skills:**
 - Strong verbal and written communication skills for effective report writing and presentation.
 - Ability to interact with all levels of management and staff.
- **Ethics and Integrity:** High ethical standards and integrity in handling sensitive and confidential information.
- **Problem-Solving:** Ability to identify problems and implement effective solutions.
- **Critical Thinking:** Strong critical thinking skills to assess risk and control environments.

13. Knowledge and Abilities

- **Regulatory Knowledge:** Understanding of telecommunications regulations and Universal Access Fund mandates.
- **Financial Acumen:** In-depth knowledge of financial management, accounting principles, and budgeting.
- **Risk Management:** Expertise in identifying and managing risks associated with fund management.
- **Compliance:** Knowledge of compliance requirements and ability to ensure adherence to legal and regulatory standards.
- **Internal Controls:** Ability to design and evaluate internal control systems.

14. Personal Attributes

- **Independence:** Ability to work independently with minimal supervision.
- **Professional Judgment:** Sound judgment in making audit-related decisions.
- **Adaptability:** Flexibility to adapt to changing priorities and work environments.
- **Time Management:** Strong organizational skills and ability to manage time effectively to meet deadlines.

Written applications must be delivered to the address below (in person, or by e – mail) on or before Monday, July 22, 2024. Please include in your email subject “Application for HR Administrator”.

Universa Access Fund
Liberia Telecommunication Authority
Menetamba Road, Cooper’s Beach Community
Paynesville City, Liberia.
Front Desk

Email: info@universalaccessfund.com

Please also put the following persons in copy:

elvira.b.nyafor@gmail.com
michaelinekollie82@gmail.com