



REPUBLIC OF LIBERIA

MINISTRY OF FOREIGN AFFAIR

MONROVIA, LIBERIA

Internal & External Vacancy Notice

The Ministry of Foreign Affairs of the Republic of Liberia is seeking a qualified and competent individual to fill the Senior Inspector post. The Senior Inspector is responsible for conducting comprehensive inspections, audits, and evaluations of all Liberian embassies, consulates, and diplomatic missions abroad. The purpose is to ensure that all foreign missions operate in compliance with government policies, regulations, financial protocols, and diplomatic standards.

Position: Senior Inspector

Location: Inspectorate, Ministry of Foreign Affairs, RL

Key Responsibilities:

- Inspect Foreign Missions performance.
 - Reviews and analyse foreign missions' reports submitted to central administration and make appropriate observations and recommendations to the Inspector General.
 - Coordinate regular correspondence between central administration (inspectorate/internal audit bureau) and Liberia foreign missions abroad.
 - Assist the Inspector General ensure that standard accounting systems and internal control structures are in place and functional within the field missions.
 - Assist the Inspector General draw up assessment/inspection programs and schedules to facilitate assessment/inspections activities.
 - Assist in the execution/supervision of audit activities conducted by the bureau of Inspectorate/Internal Audit and ensures compliance to internal control measure.
- Qualifications and Experience:
- Master Degree in Accounting, Finance, Economics, Public Administration, Management, or related fields.
 - A good first degree with 5 years of Senior Management experience acceptable.
 - Strong knowledge of Liberian public service regulations, audit, and governance standards.
 - Demonstrated experience in leadership, report writing, and institutional evaluation.

Other Requirements

- Knowledgeable in diplomacy and negotiation skills
- Proficient auditing skills
- Proven project management, administration and coordination skills

- Excellent communication and interpersonal skills
- Strong ability to develop and maintain professional relationship with internal and external stakeholders
- Acts with honesty and integrity
- Knowledgeable of Civil Service Standing Orders and relevant policies
- Ability to meet deadlines and execute project
 - Sound decision-making based on thorough analysis
- Proficient in Microsoft Application including Word, PowerPoint, and Excel. ● Problem solving skills

Application Process

Interested candidates are invited to submit their application, including a cover letter, detailed resume, and copies of relevant academic and professional qualifications, to the following address:

Office of the Human Resource Director, Ministry of Foreign Affairs, Liberia
Capitol Hill, Tubman Boulevard, Monrovia, Liberia

Email: hr@mofa.gov.lr

Deadline for Applications: October 6, 2025

The Ministry of Foreign Affairs is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified female candidates are encouraged to apply.

Please note: Only qualified applicants will be contacted.

Join us in shaping the future of Liberia through an effective economic diplomacy and international cooperation.

