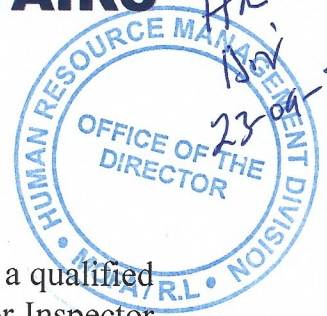




REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
MONROVIA, LIBERIA



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 draws 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