JOBS OPPORTUNITY: Open to qualified Liberians only

<table>
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<tr>
<th>Vacancy Title: IT Network and Computer Systems Administrator</th>
<th>Annual salary range: US$19,433 to US$29,167.00</th>
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<td>Duration of assignment: 1 year (with possibility of extension)</td>
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1. Background:

IBI International, a development consulting firm in the USA and Liberia, is seeking a professional for the post of **IT Network and Computer Systems Administrator** to contribute to the USAID Governance and Economic Management Support Program (GEMS). GEMS is a five-year technical assistance program that is meant to strengthen public sector capacity in Liberia. The duration of this assignment is One (1) year; with possibility of extension.

2. Objective:

To ensure that the USAID-GEMS Information Technology platform is safe, stable, and robust, while providing excellent quality of services at high levels of availability

To ensure that the USAID-GEMS community of staff, consultants and clients who are serviced by the IT platform, are suitably trained and supported to use the tools and services effectively

3. Scope of Work:

- Activities will be conducted in a collaborative multi-disciplinary team of GEMS functionaries
- Activities will be conducted in the USAID-GEMS country offices, at the workplaces of the USAID-GEMS team placed at institutions, and at facilities provided to consultants for remote work. Additionally, the incumbent will on occasions be required to support USAID-GEMS client and project teams with Systems Administration activities.
- Activities will require the performance of a range of Systems Administration functions, and/or on advising and assisting clients on their adoption of such functions within their organisation:
  - Diagnose computer problems, and repair or replace faulty components or advise on the necessary corrective actions.
  - Perform regular data backups and disaster recovery operations.
  - Maintain and administer computer networks and related computing environments, including computer hardware, systems and applications software.
  - Protect the systems from threats by planning and implement network security measures
  - Coordinate computer network access and use.
  - Monitor the performance of the systems to identify performance constraints, and make recommendations and plans to ensure ongoing effectiveness of the systems
  - Perform routine system startup and shutdown procedures.
  - Maintain control records.
  - Collaborate with clients about how to solve existing system problems.
  - Train people in computer system use and application of the organization’s ICT policy.
  - Induct and support users in the adoption and use of the core productivity and collaboration tools used by the organisation
  - Liaise with customers and gather data about their needs, and use the information to identify, predict, interpret, and evaluate system and network requirements.
  - Design, setup, and test computer hardware, networking software and operating system software.
  - Maintain records, such as logs, related to network functions, as well as maintenance and repair records.
Research new technology, and where appropriate implement such technologies or recommend its implementation

Deliverables:

Deliverables will be wide ranging and could include: Assessment reports, recommendations on network and computer component or systems improvements, monitoring and evaluation logs and reports, training materials and coursework, quarterly reports, installation certificates for newly installed or upgraded systems.

Required Qualification and Experience: The incumbent should meet the following require qualifications and experience:

- An undergraduate IT-related degree or 3-year technical diploma essential, with a post-graduate degree preferred
- Five years proven experience in the field of Network and Computer Systems Administration. Experience in the design, specification and setup of new systems would be an advantage
- The ideal candidate will have competencies in LANs, WANs, using wired and wireless technologies, the administration of client workstations based on Windows O/S, servers based on flavours of Microsoft Server, storage technologies, threat management, IT policy administration and support and IT control activities.
- The ideal candidate will be an active listener and critical thinker who can troubleshoot complicated issues, and who is client and service focussed. The candidate and will be willing and able to train personnel at all levels in an organisation on their IT roles and responsibilities
- The proposed candidate must be fluent in English, fully computer literate, and possess excellent oral and written communication skills.

Qualified candidates should only send CVs including cover letter to e-mail address: Careers@gemsliberia.com no later than Friday December 6, 2013.

Only short-listed candidates will be contacted. IBI International provides equal employment opportunities for all and so women are encouraged to apply.