



Position: Full-Time ITC Assistant
Duty Station: Monrovia
Direct Supervisor: Head of Programs
Duration: One (1) Year

Founded in 2011, Youth Movement for Collective Action is a registered non-governmental, non-political and non-for-profit organization, which strongly believed that a good education is the key to breaking the cycle of poverty and can create a better future for children and their families. UMOVEMENT programs complement the effort of the Ministry of Education and the Sustainable Development Goals (SDGs) – **3:** Good health and well-being for people, **4:** Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all and **5:** Achieve gender equality and empower all women and girls with equal access to education, health care, decent work, and representation in political and economic decision-making processes which fuel sustainable economies and benefit societies and humanity at large. The Core Programs of Youth Movement for Collective Action are Education, Health Promotion and Disease Prevention and Livelihoods.

UMOVEMENT is seeking a full-time ICT Assistant to join our growing team under the overall guidance and supervision of the Head of Programs the ICT Assistant will maintain required ICT systems in accordance with UMOVEMENT-Liberia ICT policies. He/She will coordinate information needs and technical support requirements of UMOVEMENT-Liberia, including technical support for users of the Local Area Network (LAN)/Wide Area Network (WAN), information management tools and technology infrastructure.

Responsibilities

- Ensure safety and security of all computerized data, information, files and documents
- Ensure internet availability and reliability, working with ISP to make sure that Internet services are working well and properly managed.
- Indexing the ports in/outlets in the server room, keep ICT equipment, storage area and work area clean and organized including other accessories.
- Administer and maintain office servers (Mail, Active Directory, and others) and all equipment, periodically updating software and configurations as well as the copies of the systems and databases.
- Ensure full operation of network utility procedure (Active Directory Administration) & security attributes, establishing directories, drive-mapping, configuring network printer & providing user access.
- Train staff on the use of the office intranet, network sharing and help them to archive official documents/emails, and support in the implementation of the electronic archive of all documents.

- Troubleshoot and monitor network problems: File Server Traffic, usage and performance, network security access and space usage. Follow up with staff for corrective measures.
- Implement and apply corporate ICT policies, strategies and plans at HQ and Field Sub-offices and ensure optimal performance of the computers. Provide computer training as well as trouble shooting and ad-hoc technical assistance to users.
- Administration of antivirus server: Virus detection, removal and prevention for all systems. Ensure periodic anti-virus update anti-virus protection and other required software for the information system is done.
- Install and maintain satellite telephone and VoIP telecommunications equipment and software as required in line with agreed security and business continuity arrangements.
- Maintain documentation of processes, procedures and troubleshooting guides including tracking vendor service requests through completion
- Notify UMOVEMENT-Liberia in writing within a maximum of 2 days in case it's unable to respect a contractual stipulation indicating reasons.
- Test and verify newly purchased ICT equipment against approved quotations received from suppliers and confirm the purchased equipment are as per approved quotation

Qualifications

- An advanced degree in Information Technology or Computer Sciences, Engineering or any other related fields
- At least 3 years' experience in trouble shooting, networking, hardware and software maintenance
- Hands on experience in trouble shooting, networking, basic programming and relevant software applications
- Good command of English, both written and spoken
- Able to work under challenging circumstances with minimum supervision

Compensation

- This is a 40-hour a week salaried position
- Job requires you work Monday-Friday in the Project office.
- Salary will be competitive based on experience
- This position does not include benefits and requires a smart phone

Please send a cover letter and resume to umovementvacancy@gmail.com.

Note: Deadline for submission of application: February 20, 2020