Liberia Economic Policy Dialogue Activity (LEPDA)  
Funded by the United States Agency for International Development (USAID) and implemented by Nathan Associates Inc.

December 17, 2019

**Vacancy announcement for IT Assistant**

**Background:** Nathan Associates Inc., an international economic and analytics consulting firm based outside Washington, DC, has been awarded the USAID Liberia Economic Policy Dialogue Activity (LEPDA) - a four (4) year program working in partnership with the Government of Liberia (GOL) to provide technical assistance, capacity building and mentoring support to the Ministry of Finance Development Planning, Ministry of Commerce, Central Bank of Liberia and Ministry of State, and civil society. LEPDA’s scope of work will involve active collaboration and subcontracting with other development firms and Civil Society Organizations. The contract was awarded in October 2019 and Nathan is currently mobilizing personnel and operations in Liberia.

**Summary of the IT Assistant responsibilities and expectations:** The IT Assistant will work directly under the day to day supervision of the Office Manager and will handle all IT related matters of the project. He or she will support the work of the Monitoring and Evaluation (M&E) component by collecting and processing needed data under the guidance of the Monitoring, Evaluation and Learning Manager.

**Roles and Responsibilities**

- Manage and maintain the project Office IT systems.
- Management of the operational integrity and performance of office IT systems.
- Assist the Office Manager with the needed maintenance and warranty aspects of office IT equipment with vendors.
- Assisting with staff training related to optimizing use of personal IT equipment and network.
- Assisting visiting STTA advisors with needs to operate their IT related equipment (laptops, cellphones) and connect to project network.
- Assisting with tasks related to procuring supplies and parts for project IT equipment and for equipment needs at project counterparts as needed.
- Assisting project staff with training and use of IT related equipment and project shared drive.
- Assisting project staff with proper IT office procedures and protocol, and file maintenance issues.
- Assisting office administrative staff with inventory of IT equipment and maintenance of warranty coverage.
- Any other tasks assigned that are consistent with this Scope of Work and the general requirements of the project.

**Minimum Qualifications**

- Associate Degree or an advanced Diploma in Information Technology (IT) or Computer Science.
- Effective written/verbal communication skills in English.
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- At least 3 years’ experience managing/supporting IT systems on USAID or other donor funded programs and with experience procuring IT equipment.
- Demonstrated experience providing M&E support and basis understanding of data integrity is an added advantage.
- Strong organizational skills and ability to work independently, assess priorities, and manage a variety of activities with attention to detail.
- Good teamwork and interpersonal skills.

Criteria for submission of application:
Please send a CV of not more than 5 pages and Cover Letter of 1 page. The subject line of your email should reference the exact job title for which you are applying. Application package should be sent electronically to LEPDARecruit@nathaninc.com and addressed to the attention of:

The Hiring Manager
Nathan Associates Inc.

The deadline for submission of applications is December 20, 2019 at 4:00pm. However, due to the urgency of these positions, interview will be arranged on a rolling basis and Nathan Associates Inc. may offer the position(s) before the closing date. Please note that only qualified and shortlisted applicants will be contacted. These positions are contingent on funding from USAID and as such Nathan Associates has the right to cancel this notice without applicants consent.