



Liberian Board
For
Nursing and Midwifery
Ministry of Health, R.L
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VACANCY ANNOUNCEMENT

Job Title: Information Communication Technology (ICT) Officer

Duty Station: Monrovia with possible travels

Reports to: Registrar/Executive Secretary/ Liberian Board for Nursing and Midwifery

The Liberian Board for Nursing and Midwifery (LBNM) is the ultimate authority in regulating the nursing and midwifery professions in the Republic of Liberia and to lead nursing and midwifery development to the highest level of excellence for the health and safety of the public.

The mission of the Liberian Board for Nursing and Midwifery is to protect the public's health and safety by providing reasonable assurance that the people who practice Nursing and Midwifery are competent and ethical practitioners with the necessary knowledge and skills required by their titles and roles.

The Liberian Board for Nursing and Midwifery (LBNM) is an Integrity autonomous body of the Government of Liberia working with partners and stakeholders in Nursing and Midwifery Education and Practice.

The following are the core values held by the Liberian Board for Nursing and Midwifery:

Excellence: Demonstrating commitment, integrity, flexibility and accountability for decisions, actions, and results within one's sphere of authority

Integrity: Demonstrating consistent, fair, honest and open communication and behavior

Professionalism: Adhering to standards of behavior that reflect positively on the professions of nursing and midwifery

Compassion: Expressing genuine concern about the other person or people's needs both those we serve and those with whom we work

Respect: Accepting and appreciating diversity and difference. Listening with tact and sensitivity.

Inclusiveness: Creating a hospitable and welcoming environment; interacting with all members of the nursing and midwifery professions regardless of gender, religion, sexual orientation and other individual characteristics.

Overview of Assignment:

The Liberian Board for Nursing and Midwifery (LBNM) is in search of a skilled and experienced ICT officer to work with the ICT infrastructure. The Officer will support and help implement LBNM's Goal, Objectives and activities in a timely manner.

Job Descriptions for the ICT Officer:

- ✓ Support management and operations of all ICT infrastructure, equipment and services for the office, ensure that ICT-delivered services and end-user needs are understood and met, and foresee ICT configuration changes.
- ✓ Implement the rollout of new functionalities, applications or services, systems upgrade and IT infrastructure changes. Follow up on the installation of systems, network components and software. Propose actions for improving ICT services and reducing costs.
- ✓ Assist to perform needs assessment for new applications and modifications to existing ones; make sure the related policies are followed. Prepare and draft ICT operational, technical, hardware, and software requirements and specifications for procurement and invitations to bid.
- ✓ Update and maintain the ICT equipment inventory (hardware and software details). Administer and monitor LBNM website and other social platforms.
- ✓ Identify and analyze training needs on ICT related areas for users, mainly on existing corporate applications and desktop tools, and organize the appropriate courses for users.
- ✓ Organize electronic files of programme/project implementation, updating and backing them up on a regular basis.
- ✓ Assist to design, implement and manage database in accordance to end user's information needs and views.
- ✓ Assist in managing the current database of LBNM; define users and enable data distribution to the right user, in appropriate format and in a timely manner
- ✓ Assist in using high-speed transaction recovery techniques and backup data

- ✓ Support in designing of application for LBNM if needed and manage the current online platforms and Implement the graphic guidelines in all LBNM's communication products;
- ✓ Deliver creative and innovative ideas for print, electronic, web-based and Design and layout of reports and other products for LBNM
- ✓ Design of reports and other communication materials for printing and electronic distribution;
- ✓ Assist to improve and edit art work, photos, charts and other graphic elements; Assist in layout and design information and communication materials for LBNM
- ✓ Assist in upgrading of LBNM social media which include but not limited to. Website, Facebook, twitter and etc.
- ✓ Perform any additional duties required to ensure the success of the work.

Selection Criteria

- ✓ At least 5 years of experience providing information communications technology (ICT) and administrative support in a development context;
- ✓ Bachelors in information technology or a relevant field;
- ✓ Excellent organizational skills and ability to work in fast-paced environment;
- ✓ Ability to prioritize and manage multiple tasks simultaneously;
- ✓ Excellent communication and writing skills;
- ✓ Hands-on experience with database standards and end user applications;
- ✓ Excellent knowledge of data backup, recovery, security, integrity and SQL;
- ✓ Familiarity with database design, documentation and coding;
- ✓ Previous experience with DBA case tools (frontend/backend) and third party tools;
- ✓ Familiarity with programming languages such as php, API, website application(WordPress);

- ✓ Excellent knowledge in computer hardware repair;
- ✓ Problem solving skills and ability to think algorithmically

Skills and Experience:

- ✓ Excellent Oral and written skills in English
- ✓ Good analytical, interpersonal and organizational skills
- ✓ Good training skills
- ✓ Strong ability to disseminate information effectively

Terms of Contract:

6 Months with possibility of renewing based on performance

Address All applications to the below through email: nursingboardlib@gmail.com

Mrs. Dorkor Ngwayah-Mehn

Administrator

Liberian Board for Nursing and Midwifery

40 Carey Street, Monrovia

Republic of Liberia

Deadline for submission of All Applications: July 30, 2021