



## **JOB VACANCY ANNOUNCEMENT**

AccessBank Liberia Limited (ABL) is a fully-fledged commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs. Our shareholders are multinational entities including AccessHolding, International Finance Corporation (IFC), African Development Bank and European Investment Bank.

AccessBank Liberia is currently looking for qualified Liberian to fill the position of:

### **Network Administrator**

#### **Main Responsibilities**

- ✓ Setup Local Area Network across AccessBank-Liberia Network
- ✓ Assist in managing Network Infrastructure across Access Bank
- ✓ Assist in setup of WAN Infrastructure of ABL.
- ✓ Assist in troubleshooting LAN/WAN issues.
- ✓ Provide Network Support to all ABL Staff.
- ✓ Assist in Monitoring LAN/WAN infrastructure.
- ✓ Assist in Management of Firewall Systems.
- ✓ Develop and maintain network equipment service and support logs, records and reports all changes appropriately maintaining and assisting with network equipment inventory.
- ✓ Assist in the configuration of network devices such as routers and switches, firewalls etc...
- ✓ Provide support for Telephone System
- ✓ Develop and maintain network installation standards, procedures and Checklists.
- ✓ Assist in planning and testing emergency and Disaster Recovery Strategies (BCP) for ABL Network Infrastructure.
- ✓ Provide monthly report on Network status, performance, issues and recommendations.
- ✓ Report directly to the IT Manager at all times.

#### **Other Responsibilities**

- ✓ Ability to implement and troubleshoot network problems
- ✓ Knowledge of computer hardware and software as well as communication hardware and software
- ✓ Knowledge of the design, installation and operation of local area networks
- ✓ Knowledge of computer networking and performance monitoring, including relevant experience of intranet and internet service provision

- ✓ Knowledge of computer and/or network security systems, applications, procedures, and techniques
- ✓ Knowledge of network security methods and techniques
- ✓ Ability to install, maintain, modify, and upgrade network software i.e. Operating Systems, firewalls and antivirus
- ✓ Knowledge of current technological developments/trends in area of expertise
- ✓ Strong inter-personal and communication skills
- ✓ Output-oriented work habits
- ✓ Initiative

**Minimum requirements & qualifications:**

- ✓ Bachelor's degree in computer science/ diplomat & Certifications in relevant studies
- ✓ CCNA certificate will be an advantage
- ✓ Minimum of **two years of work experience**
- ✓ Experience working with Microsoft & Unix Systems
- ✓ Must have the experience in implementing Server Security
- ✓ Must possess a good writing, communication and reporting skills
- ✓ Additional desirable characteristics of candidate: honesty, dynamism, discipline, self-motivation, creativity, intelligence, focus on RESULTS

If you are interested and fulfill the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, The Microfinance Bank, 20th Street Sinkor, Monrovia-Liberia.

**Please note that only short-listed candidates will be contacted!**

<p><b>Deadline is Friday January 8, 2021</b></p>
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