INTERNAL/EXTERNAL VACANCY NOTICE

Comium (Liberia), Inc, is seeking a suitable person for the position of **System Engineer** to become part of our dynamic team to work in a challenging but educative environment. The applicant must be qualified, motivated and suitable individual.

**BASIC FUNCTIONS, RESPONSIBILITIES AND DUTIES**

The Billing Engineer will be assigned with the Information Technology (IT) Unit and under the direct supervision of the IT Unit Manager. Performs other related duties as assigned. Must be a self-started, detail oriented and must be motivated. The System Engineer should also be:

- Strong planner and problem solver who readily adapts to change
- Works independently and meet expectations
- Able to juggle multiple priorities and meet tight deadlines without compromising quality

**SPECIFIC RESPONSIBILITIES**

The role of System Engineer includes carrying out the following functions:

- Install new Software
- Install new Hardware (Servers, Printers, Computer Work Stations, etc.
- Setup user accounts, permissions and passwords
- Overseeing security of all systems, especially the internet
- Install Antivirus Protection
- Fix Network faults
- Provide technical supports for users of the network
- Train Staff and users of the New System
- Day to day Administration and Monitoring of network use
- Planning future improvements
- Suggest IT Solutions to business problems
- Ensure that the IT meets Industrial Standards
- Supervise Support Staff
- Monitor the usage of the corporate internet ensuring the use is straightly for business purpose
- Manage Backup, security and passwords
• Handle the configuration of Servers, Routers, Switches, cabling, power distribution, Racks, IT infrastructure
• Recommend for the improvement of the company’s IT System and carrying out routine configuration and installation of IT solution
• Investigate and diagnose Network problem
• Collect IT usage statistics
• Manage the Call Center, PBX and install new Ticketing System

EDUCATION AND OTHER REQUIREMENTS

• University Degree in Computer science, Computer Engineering or Equivalent
• Good knowledge of MS Office Applications: Word, Excel, PowerPoint, Access, etc
• Database knowledge (ORACLE, SQL Server, C Programming, Shell or batch language, Unix)

All applications should be submitted to:

The Human Resources Department
Comium (Liberia), Inc.
Sinkor, Monrovia
LIBERIA
recruitment@c-mobile.com.lr

Deadline for submission of all applications with copies of detail Resume/CV with supporting documents is Wednesday, January 23, 2013. Only shortlisted candidates will be contacted.