

**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION  
STRUCTURE, OPERATIONS AND TRAINING**

<b>POSITION TITLE</b>	IT Specialist
<b>DEPARTMENT</b>	Information Dissemination and Communications Division
<b>RESPONSIBLE TO</b>	Director of Information Dissemination and Communications
<b>RESPONSIBLE FOR</b>	<p><b>Staff:</b> IT Assistant</p> <p><b>Physical Assets:</b> Physical Assets (Furniture, computers, printers, materials and supplies, etc.) allocated to the IT Specialist by the Director of Finance and Administration</p> <p><b>Financial Assets:</b> None</p> <p><b>Intangible Assets:</b> Reputation of the Commission as related to the performance of assigned duties</p>
<b>JOB PURPOSE</b>	Manage ICT infrastructure and applications of the Commission (PPCC) to ensure that they are fully operational at all times, and providing ICT-related support to PPCC staff in the performance of their official duties
<b>INTERNAL RELATIONSHIPS</b>	Executive Director, Director and Officers of the Finance and Administration Division, IT Officer, and other staff
<b>EXTERNAL RELATIONSHIPS</b>	By delegation and instructions from the Director, interact with <ul style="list-style-type: none"> <li>• Officers from other public or private entities with relations to improving the performance of PPCC's ICT systems</li> <li>• International Partners</li> </ul>
<b>DUTIES</b>	<p><b>A. Information, Communications Technologies</b></p> <p><b>1. Maintenance, Installation, Configuration and Troubleshooting:</b></p> <ul style="list-style-type: none"> <li>• Strengthen and maintain the ICT infrastructure for PPCC's ICT platforms and networks</li> <li>• Administering, Managing and Troubleshooting Domain Controllers and Exchange servers including administering of user account, passwords, email and FTP services for PPCC officials and staff</li> <li>• Maintain integrity of the system such as router and internet connectivity to the local Internet Service Provider (ISP)</li> <li>• Manage PPCC's Local Area Network (LAN) by diagnosing network problems and provide solutions</li> <li>• Provide assistance relating use of PPCC computer applications and facilitating implementation of new applications to meet evolving and emerging needs of PPCC</li> <li>• Ensure that PPCC data processing environment is free of virus and other security threats, and PPCC informatics standards are implemented</li> <li>• Maintain an updated inventory record for all computer software and equipments.</li> <li>• Responsible for Backups of all PPCC's critical servers and apply latest security patches and upgrades for each software installed.</li> <li>• Monitor outsourced contracts and service providers on issues related ICT.</li> <li>• Provide PPCC personnel with training, backstopping and support in areas such as networking and software use and provide support for establishing software for PPCC.</li> <li>• Redesign and maintain PPCC's web-site</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee the development of PPCC’s Management Information Systems (MIS);</li> <li>• Carry out other ICT related tasks as may be assigned</li> </ul> <p><b>II. Support</b></p> <ul style="list-style-type: none"> <li>• Provide Super-user support for PPCC officials and staff</li> <li>• Keep up to date with developments in ICT technologies, provide technical recommendations for the required system, hardware and software in accordance with the National ICT policy</li> <li>• Perform trouble-shooting support to all users at PPCC’s central and county offices</li> <li>• Provide basic training/orientation for new users as appropriate.</li> </ul> <p><b>III. Documentation:</b></p> <ul style="list-style-type: none"> <li>• Prepare detailed technical documentation, relevant user-documentation and operational procedures.</li> <li>• Maintain system configuration documentation for all servers and network devices.</li> </ul> <p><b>B. Data Management</b></p> <ul style="list-style-type: none"> <li>• Maintain detailed records of key findings and organizing them for storage and future use</li> <li>• Maintain office inventory record</li> </ul>
<b>OUTPUTS</b>	<ul style="list-style-type: none"> <li>• Functional and up-to-date ICT infrastructure and applications</li> <li>• increase in Internal Communication through use of relevant ICT tools</li> <li>• Improvement in general knowledge of IT Use of users</li> <li>• Basic trouble shooting skills of users will be developed</li> <li>• Systems in place for the ICT program development.</li> <li>• Monthly reports</li> </ul>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Masters Degree in Computer Science, Information Technology, Computer Applications or Electronics Engineering supplemented by relevant courses in Information and Communications Technologies. Proficiency in modern standard software and Operating Systems will be an advantage.</li> <li>• Working knowledge of routers, switches hubs, lucent structured cabling equipment and related circuitry. Good understanding of Transmission Control Protocol /Internet Protocol (TCP/IP) and stack of protocols.</li> <li>• In depth knowledge of DNS, DHCP, WINS configuration.</li> <li>• Good working knowledge in Microsoft Windows environment, installation and management of Microsoft Exchange Server, Internet Security and Acceleration (ISA) server and Microsoft Internet Information Server.</li> <li>• Good knowledge of servers hardware, workstations, printers and other Peripherals</li> <li>• Minimum ften years of relevant experience preferably in ICT, IT systems or in administering a medium to large size network.</li> <li>• Excellent personal and professional reputation</li> </ul>
<b>OTHER QUALITIES OR REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Analytical</li> <li>• Strong business acumen</li> <li>• Excellent problem-solving skills</li> <li>• Ability to meet deadlines, cope with constant work pressure and adapt to changes in the technology</li> <li>• Must be able to communicate fluently in English, both orally and in written</li> </ul>

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	<ul style="list-style-type: none"><li>• Organized and detail-oriented</li><li>• Ability to lead the implementation and management of IT infrastructure</li><li>• Strong interpersonal skills and team spirit</li></ul>

All applications should be received not later than 4:00pm, on Tuesday, March 19, 2013. Please address applications to the attention of:

**Director of Finance and Administration**  
**Public Procurement and Concessions Commission (PPCC)**  
**Executive Mansion Grounds, Capitol Hill**  
**Monrovia, Liberia**  
**Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr)**