

POSITION TITLE: NETWORK SYSTEM ADMINISTRATOR

Background:

As part of the modernization of its ICT infrastructure, PPCC requires the services of a Network System Administrator to ensure the stability, integrity, and efficient operation of its ICT network systems.

Objective:

To manage and maintain the organization's computer networks, hardware, and system software to ensure optimal performance and security.

Scope of Work:

The Network System Administrator will be responsible for:

- ❖ Installing, configuring, and supporting network equipment including routers, switches, firewalls, and servers.
- ❖ Managing and monitoring all installed systems and infrastructure.
- ❖ Performing regular backup operations and implementing appropriate processes for data protection.
- ❖ Troubleshooting and resolving hardware, software, and network issues.
- ❖ Setting up and maintaining user accounts, permissions, and access rights.
- ❖ Ensuring network security and compliance with policies.
- ❖ Assisting in the planning and implementation of ICT-related projects.
- ❖ Maintaining up-to-date documentation of configurations and procedures.

Deliverables:

- ❖ Network topology documentation.
- ❖ System maintenance reports and logs.
- ❖ Security audit and vulnerability assessment reports.
- ❖ Inventory of all network and system assets.
- ❖ Backup and disaster recovery plans.

Qualifications and Experience:

- ❖ Bachelor's degree in Computer Science, Information Systems, or related field.
- ❖ At least 3 years of experience in a network/system administration role.
- ❖ Strong knowledge of network protocols and services (TCP/IP, DNS, DHCP).
- ❖ Experience with Linux and Windows servers.
- ❖ Certification in CCNA, MCSE, or similar is an advantage.
- ❖ Experience with virtualization, firewalls, and backup solutions.

JOB TITLE: VENDOR REGISTRY DATA ANALYST

REPORT DIRECTLY TO: Vendor Registry Director

DIRECTLY SUPERVISES: NIL

DEPARTMENT/FUNCTIONAL RELATIONS

- ❖ Information and Communication Director
- ❖ Compliance and Monitoring Director
- ❖ Administration Director
- ❖ Capacity Building & Training Director
- ❖ Information and Technology Director

Additional Information

These vacancies are also published on the following websites: PPCC (www.ppcc.gov.lr); Executive Mansion (www.emansion.gov.lr).

How to Apply

Please address Expression of Interest (signed), CV, and all supporting documents to the following address not later than 5:00pm on Friday, June 13, 2025.

Executive Director

Public Procurement and Concessions Commission (PPCC)

Executive Mansion Grounds, Capitol Hill

Monrovia, Liberia

Email: info@ppcc.gov.lr