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

❖ Legal Affairs Director

EXTERNAL RELATIONS: Partner/Non-governmental Organizations

Purpose:
To evaluate internal systems for efficiency, problems, and inaccuracies, developing and maintaining protocols for handling, processing, and cleaning data. Work directly with management, and users (vendors) to gather requirements, provide status update, and build relationships. Create best-practice reports based on data mining, analysis, and visualization by developing, implementing, and maintaining leading-edge analytic systems. In addition, to ensure businesses and companies profiles are entered and uploaded on the PPCC Online Vendors Register and ensure accuracy of data display to all interested parties, especially procuring entities to enable vendors access government contract.

KEY RESULT AREAS

❖ Data categorize and analysis report
❖ Develop tracking system
❖ Database system updates and evaluation
❖ Businesses profile visible on the e-GP website
❖ Business profile update

DUTIES

A. GENERAL MANAGEMENT FUNCTIONS: NIL

B. TECHNICAL DUTIES

❖ Work closely with the Vendor Registry Director to understand and maintain focus on the analytical needs of the department/Commission, including identifying critical metrics and KPIs, deliver action insights to relevant decision-makers.
❖ Proactively analyze data to answer key questions from PPCC, private sectors/stakeholders or out of self-initiated curiosity with an eye for what drives business performance, investigating and communicating areas for improvement in efficiency and productivity.
❖ Create and maintain rich interactive visualizations through data interpretation and analysis integrating various reporting components from multiple data sources.
❖ Develop and maintain databases by acquiring data from primary and secondary sources (including PPCC Online vendor web portal), and build scripts that will make our data evaluation process more flexible or scalable across data sets.
❖ Interpret data, analyze results using statistical techniques and provide ongoing reports
❖ Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
❖ Identify, analyze, and interpret trends or patterns in complex data sets
❖ Work with the manager to prioritize business and information needs
❖ Locate and define new process improvement opportunities
❖ Aid vendors enter business data and upload it on the PPCC Online web portal (E-GP System)
❖ Keeping business information confidential and secure and make available for reporting process.
❖ Compile and submit business application folders/documents to Sr. Officer for registration complete/further processing.
❖ Assist in organizing, managing and entering business records/information in the database.
❖ Prepare and submit list of business records.

- ❖ Respond to requests for information and access relevant files as need be.
- ❖ Perform regular database backups to secure the data in alliance with IT Division
- ❖ Operate common office equipment, like scanner and printer.
- ❖ Comply with data integrity and security policies
- ❖ Provide occasional administrative support.
- ❖ Perform any other tasks as assigned

SUPERVISORY FUNCTIONS: NIL

AUTHORITY LIMIT

- ❖ Management of budget: Nil
- ❖ Staff management: Nil
- ❖ Asset management: Nil

EDUCATION QUALIFICATION

- ❖ Bachelor's degree in, Business Administration, Data Management, Computer Science, Economics, Statistics or in any related field.
- ❖ Strong knowledge of and experience with reporting packages (Business Objects etc.), and databases (SQL etc.)

WORK EXPERIENCE

Three (3) years' experience mining data as a data analyst. Technical experience regarding data models, database design development, data mining and segmentation techniques. Minimum 1(One) year experience in dealing with clients.

OTHER REQUIREMENTS

- ❖ Technical writing experience in relevant areas, including queries, reports, and presentations
- ❖ Customer service experience
- ❖ Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc.)
- ❖ Proven success in a collaborative, team-oriented environment
- ❖ Strong SQL or Excel skills with the ability to learn other analytic tools
- ❖ Proven analytic skills, including mining, evaluation, analysis, and visualization
- ❖ Report writing and presenting findings
- ❖ Analytical and problem-solving skills
- ❖ Ability to set and meet deadlines
- ❖ Ability to work in high-pressure situations
- ❖ Experience with statistical software
- ❖ Excellent attention to detail
- ❖ Excellent with typing on a computer
- ❖ Good planning and organizing skills
- ❖ Be proactive and pay attention to details
- ❖ Be innovative and creative
- ❖ Be organized and able to multi-tasks

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