



PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION
Executive Mansion Grounds, Capitol Hill, Monrovia

POSITION TITLE: INFORMATION TECHNOLOGY ASSISTANT (IT)

REPORTS DIRECTLY TO: Manager, Information Technology (IT)

DIRECTLY SUPERVISES :

- LAN Administrator
- Database & Web Administrator
- Hardware Technician

DEPARTMENTAL/FUNCTIONAL RELATIONS:

- Finance and Administration Division
- Heads of Divisions
- Executive Director
- Deputy Executive Director (Administration)
- Deputy Executive Director (Operations)

EXTERNAL RELATIONS:

- Service Providers
- Suppliers
- Telecom Companies
- External Auditors
- Ministries, Agencies & Commissions

PURPOSE:

- To promote the development and the use of Innovative IT systems, processes and products to improve the delivery capacity of the PPCC.
- To promote IT literacy and proficiency among the staff of PPCC.
- To ensure that IT becomes an enabling tool for solving management and technical problems of the Commission.
- To promote effective planning, management and coordination of all aspects of Information Technology (IT) functions to deliver Human Resource Information products and services.

KEY RESULT AREAS

- Strategy & Policy Development
- IT & ICT Infrastructure Design & Management
- Data Management
- Monitoring Standards
- Financial & Audit Management
- Information & Reporting
- Employee Performance & Development

DUTIES:

• GENERAL MANAGEMENT FUNCTIONS

- Assists the Head of the Information Technology Services Section.
- Builds relationships and maintains communications with PPCC Divisions and Offices.
- Develops annual plans and budgets for the section.

• TECHNICAL DUTIES

- Designs and maintains ICT systems to provide innovative ICT products and services to facilitate the work of all offices within the PPCC.
- Ensures that work processes and systems of PPCC are properly networked and hard and software services are available at the time of need.
- Develops implements and monitors PPCC Information Systems Security policies.
- Reviews and updates PPCC's Management Information Systems (MIS) policies and guidelines.
- Develops and manages the MIS strategic plans, budgets and capacity of IT staff.
- Manages IT projects, from planning and installation through to delivery and implementation.
- Assigns IT resources, assesses IT project progress and resolves IT program issues.
- Ensures that service levels for all IT operations are achieved.
- Supervises systems and network security, performs change management for the production environment.
- Leads/directs and supports other departments in their data management and reporting systems.
- Ensures the development and maintenance of a comprehensive database/information system for managing PPCC's operations.
- Ensures the development and implementation of Disaster Recovery and Business Continuity Plans.
- Provides leadership in all ICT related investigations and recommends corrective actions for prompt resolution.
- Ensures that ICT standards within the PPCC are adhered to in line with approved guidelines/principles.
- Liaises with all Divisions Heads in developing Service Level Agreements and monitors Service Providers to ensure High System availability.
- Provides Oversight responsibility of the day to day management of ICT systems related activities of PPCC's Services.
- Ensures that the PPCC is protected against ICT intrusion and other attacks e.g. illegal database updates, viruses, etc.
- Ensures regular maintenance program and resolving failures in hardware and software and ensuring appropriate "housekeeping" tasks are implemented while monitoring the use of hardware and software and ensuring all are licensed.
- Stays abreast with new and emerging developments in the ICT sector/arena and advises management on new trends/ practices and its related business initiatives.
- Prepares monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.

- Ensures that IT users' business management and information needs and priorities are addressed.
- Sets direction for the IT Services Section, including determining annual operating plans and long-term strategic blueprint.
- Supervises and participates in determination and analysis of users' needs for IT products and services.
- Ensures development, installation and maintenance of appropriate and effective IT infrastructure to support the effective, efficient and continuous functioning of the PPCC.
- Reviews and sets IT performance goals and targets and encourages IT skills and development and practical skills utilization.
- Manages external vendors, develops IT products and services specifications and participates in the procurement of IT Software and Hardware goods and services.
- Works collegiately with the Heads of the Directorates to ensure the identification and resolution of PPCC IT – related corporate service issues and challenges.
- Performs other relevant duties consistent with the functions of the Section and Divisions as may be assigned by the Director from time to time.
- **SUPERVISORY FUNCTIONS**
 - Maintains a professional ICT staff with sufficient knowledge, skills, experience and professional certification to meet the requirement of the Service.
 - Holds subordinates accountable for managing their assignments to ensure the Section's goals are achieved.
 - Conducts performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
 - Identifies training needs and facilitates training for subordinate staff.

AUTHORITY LIMIT

- Management of budget
 - The job holder does not manage a budget.
- Staff management
 - Have staff management responsibility.
- Asset management
 - Job holder has responsibility for equipment such as computers, data projectors, interactive whiteboards and other specialist ICT equipment, antivirus software and printers

EDUCATIONAL QUALIFICATION

- First Degree in Computer Science, Information Technology or equivalent professional qualification from a recognized university.

WORK EXPERIENCE

- At least four (4) years working experience at senior management level in the Public Service of Liberia.

OTHER REQUIREMENTS

- Proven planning and organizing skills.
- Excellent knowledge of Operating and Security Systems.
- Very Good knowledge of Data and Telecommunication Systems.
- Very Good knowledge of Databases and Electronic messaging.
- Must be abreast with ICT trends
- Strong negotiation and conflict management skills.
- Very Good oral and written communication skills.
- Very Good report writing and presentation skills.
- Very Good interpersonal skills.
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Ability to meet deadlines and execute projects.
- Ability to work in a fast paced and often pressured environment.
- Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring and coaching skills in a "team" setting.

Additional Information

The electronic version of this notice can be obtained by sending a request to jobs@ppcc.gov.lr or from the following websites: PPCC (www.ppcc.gov.lr); Executive Mansion (www.emansion.gov.lr).

How to Apply

Applications that do not follow the below requirements will not be considered.

1. Only email applications will be accepted.
2. Please address Expression of Interest (signed), CV, and all supporting documents in portable document format (PDF) to the following address and submit via email to jobs@ppcc.gov.lr not later than midnight GMT on Monday, January 25, 2016:

Director of Administration & Finance
Public Procurement and Concessions Commission (PPCC)
Executive Mansion Grounds, Capitol Hill
Monrovia, Liberia

3. Please indicate position title **only** in your email subject line.
4. If you are applying for more than one position, please submit a separate email with the full application package for each position indicating the respective position title in the subject line.
5. Please use this order to name your file attachments: **First name_Last name** followed by **document**, e.g. *Tamba_SatiahCV* or *Tamba_SatiahDiploma* or *Tamba_SatiaEOI*.

Only shortlisted candidates will be contacted.