

AFRICAN DEVELOPMENT BANK – LIBERIA COUNTRY OFFICE

National Vacancy Announcement

The African Development Bank Field Office in Liberia (LRFO) has been established to strengthen dialogue between the Bank and the Government, Development Partners, the private sector, and the civil society, in the design of its development policies and programs, as well as on implementation, monitoring and evaluation of the Poverty Reduction Strategy. LRFO also seeks to assist the operational functions of the Bank Group in launching and follow up of projects and programs in Liberia with a view to enhancing portfolio quality, identification, promotion of participatory approach, and regional integration. LRFO invites applications from qualified candidates to fill in the following vacant position. This is a national position and posting will be in Monrovia, Liberia.

IT and Telecommunication Assistant

Under the supervision of the Resident Representative (LRFO) and in liaison with the Information Management and Methods Department (CIMM) in Tunis, the incumbent will among others:

- Provide technical support services pertaining to telecommunications technologies including voice and data (Internet, e-mail) transmission as well as videoconferencing;
- Repair and maintain office equipment;
- Assist in system configurations and provide support to users of Information Technology (IT) tools.

Duties and Responsibilities:

The incumbent's specific tasks will be as follows:

- Operate and maintain the VSAT system and provide related support services;
- Provide technical assistance to the team at Headquarters responsible for the installation, maintenance and support of the Wireless Area Network (WAN), including voice, data and videoconference transmission;
- Provide assistance and resolve problems with regard to hardware and software at the Liberia Field Office (LRFO);
- Ensure the adjustment, repair or replacement of defective equipment through own intervention or by returning it to suppliers for service or repair;
- Use and maintain electrical and mechanical equipment such as the VSAT and the Uninterrupted Power Supply (UPS);
- Use test equipment, including basic computer monitoring tools;
- Work together with technicians from Headquarters in order to conduct investigations and tests to circumscribe and correct problems;
- As a true team player, develop, enhance and put in place means aimed at enhancing the smooth functioning and the effectiveness of products, as well as the quality of services provided to both internal and external clients;
- Compile statistics on users' calls pertaining to voice, fax, data and videoconference facilities through the VSAT connection;
- By ensuring the Help Desk function, provide support to users of telecommunications and IT tools;
- Responsibility for creating and maintaining a healthy and adequate work environment;
- Perform any other tasks as required.

Selection Criteria

At least a Bachelor's degree in Computer Science or Information Systems or Electronics, or an equivalent diploma with strong knowledge of IT Networks and Telecoms Networks;

Minimum 5 years of professional IT Networks and Telecoms or related experience, gained within a similar position;

Familiar with System software that controls activities such as input, output, dynamic resource allocation and error reporting within the operation of computer configuration (E.g. Windows, Unix, Linux).

Proficient with networking and Communication technologies including the planning and management of the interaction between two or more networking systems, computers or other "intelligent" devices (E.g. ISDN, Ethernet, TCP/IP)

Knowledge at the associate to intermediate level of TCP/IP networks, WAN protocols, wiring and cabling, and network management solutions.

Experience with Network Traffic Monitoring and Diagnostic Tools

Experience and/or knowledge with QoS implementations, VoIP, WAN switching and routing, load-balancing and application-delivery solutions

Aware of VSAT and IPBX technologies

Aware of ITIL concepts and general framework

Strong computer skills and ability to use standard technology packages and Bank's standard software (word, excel, outlook, Power Point, MS Projects, etc...)

Ability to communicate (verbal and written) effectively in English or French, with working knowledge of the other; Knowledge of Portuguese is an advantage

Terms of Employment

Three years on a fixed-term contract with possibilities of renewal based on performance.

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit a fully completed Personal History Form (PHF), available from the Bank's web site, and attach a comprehensive Curriculum Vitae (CV) indicating date of birth and nationality. The President, ADB, reserves the right to appoint a candidate at a lower level. The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply <http://www.afdb.org/jobs>

Electronically submit application & CV no later than 5:00 pm on August 15 2011