MINISTRY OF FOREIGN AFFAIRS
Director of Information Technology

PURPOSE OF THE POSITION

The Director of Information Technology is responsible for installing and maintaining computer hardware, software and networks.

SCOPE

The Director of Information Technology reports to the Senior Administrative Officer (the DMA) and manages and provides recommendations about future planning and development of resources. Providing these services in an effective and efficient manner will ensure maximum access to and implementation of technology services and resources.

RESPONSIBILITIES

1. Manage information technology and computer systems
   - Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP)
   - Develop and implement policies and procedures for electronic data processing and computer systems operations and development
   - Meet with ministers and directors to discuss system requirements, specifications, costs and timelines
   - Supervise information systems personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems
   - Provide advice for the ministry's computer systems budget and expenditures

2. Ensure technology is accessible and equipped with current hardware and software

Main Activities
   - Troubleshoot hardware, software and network operating system
   - Be familiar with all hardware and software
   - Be familiar with network operating system
   - Provide orientation to new users of existing technology
   - Train staff about potential uses of existing technology
   - Train staff about new and potential use
   - Provide individual training and support on request
   - Provide recommendations about accessing information and support
   - Maintain current and accurate inventory of technology hardware, software and resources

3. Monitor and maintain technology to ensure maximum access

   - Troubleshoot all technology issues
   - Maintain log and/or list of required repairs and maintenance

- Make recommendations about purchase of technology resources
- Research current and potential resources and services
- Provide network access to all staff
- Install workstations
- Connect and set up hardware
- Load all required software
- Provide network accounts and passwords as required
- Monitor security of all technology
- Install and maintain Foolproof and passwords
- Input and maintain IP addresses
- Advise staff of security breach and/or change in password or security status
- Ensure installation of lock out programs
- Identify and prepare hardware for disposal when appropriate
- Ensure hardware is stripped and secured before disposal

4. Perform other ministry-related duties as assigned by supervisor or other ministers

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:
- Computer hardware and software systems and programs
- Computer networks, network administration and network installation
- Computer troubleshooting
- Computer viruses and security
- E-mail and Internet programs

Skills

The incumbent must demonstrate the following skills:
- Management and supervisory skills
- Ability to install and administer computer hardware, software and networks
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal, presentation and listening communications skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level
- Stress management skills
- Time management skills

Personal Attributes
The incumbent must demonstrate the following personal attributes:
- Be honest and trustworthy

- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible

<u>Physical Demands</u>

The Director of Information Technology will have to spend long hours sitting and using office equipment and computers. He/she will have to do some lifting of computer equipment, supplies and materials from time to time.

<u>Education and experience</u>

The Director of Information Technology must have a minimum of BS degree in Information Technology or closely related field. Graduate degree in Information Technology or related discipline is an added advantage. Must have at least five (5) years of relevant work experience.

Application along with copies of academic credentials must be addressed, in a sealed envelope to:

THE DIRECTOR OF PERSONNEL
MINISTRY OF FOREIGN AFFAIRS
CAPITOL HILL
MONROVIA, LIBERIA

APPLICATION DEADLINE IS: FRIDAY, DECEMBER 16, 2016 AT 5:00 PM