**Vacancy Announcement**
**Position: IT Intern**
**Location: Maryland (Harper) With Visit to Field Offices**

**Background:**

Partners In Health (PIH) is a nonprofit organization whose mission is to provide quality health care for the poor and marginalized in Haiti, Rwanda, Lesotho, Malawi, Peru, Mexico, Russia, Dominican Republic, and the Navajo Nation. In addition, PIH has a growing network of affiliated organizations and initiatives in several other countries, including Nepal, Burundi, Mali, Liberia, and Togo. Through service delivery, training, advocacy and research, PIH works around the globe to bring the benefits of modern medical science to those most in need of it, to serve as an antidote to despair, and inspire others to do the same.

This is an exciting time for PIH. We are taking on immense challenges in West Africa, and a newfound visibility has brought the opportunity to influence great change in the region. In Liberia, Partners In Health is working with the Liberian Ministry of Health and other grass-roots, national and international NGOs to build on the lessons learned from the Ebola epidemic and strengthen the Liberian health system. PIH seeks individuals committed to the PIH mission and values to join the team.

**1.2 Role Summary**

The IT Intern is responsible for assisting the project team with integrated security system and physical solutions that will ensure proprietary/confidential data and systems are protected. Assist with activities which may include Configuring and validating secure systems and physical controls, and testing security products and systems to detect security weakness that supports PIH's work in strengthening the healthcare system in Liberia.

**1.3 Specific Responsibilities**

- Manage printers, scanners, and copiers, including scheduling regular maintenance and ensuring availability of ink, toner, and related supplies.
- Support users by providing Help Desk services, including troubleshooting issues with Internet access, printers and scanners, Microsoft Office, and Skype for Business.

- Support Registering new users and assign user privileges in CISCO Meraki bandwidth management system in accordance with PIH Liberia IT Policies.
- Maintain all configuration documentation and IT equipment inventories.
- Manage relationship with Internet Service Provider (ISP), including coordinating new equipment installations, upgrades, and repairs.

**1.4 Requirements & Qualifications**

- Good Communication skills, both written and oral
- Ability to keep confidential information
- Excellent teamwork and interpersonal skills
- Strong Analytical and Problem Solving Skills
- Ability to handle multiple clients and multiple team members with confidence
- Candidate should be a self-motivated, independent, detail oriented, responsible team player
- understanding of software development principles
- Willing to live and work in the Harper, Maryland County
- Ability to quickly adapt to a changing environment
- Ability to quickly learn new concepts and software is necessary
- Strong time management skills
- Attention to details
- Advance Certificate/Associate Degree in IT Management

**APPLICATION PROCEDURE:**
 Interested applicants should submit their cover letters and CV only to the below address:

**The Human Resources Coordinator**
**Partners In Health**
**Harper, Maryland County or via email to: PIHLiberiaHR@pih.org**

Deadline for submission of applications is Wednesday, March 22, 2017. Female candidates are encouraged to apply.

*Partners in Health is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*