

**POSITION DESCRIPTION****DAI LIBERIA – LAVI, LEGIT, RG3  
IT SPECIALIST****1. PROJECT BACKGROUND:**

DAI's three projects in Liberia are Liberia Local Empowerment for Government Inclusion and Transparency (LEGIT), Liberia Accountability and Voice Initiative (LAVI), and Revenue Generation for Governance and Growth (RG3). LEGIT aims improve Liberia's decentralization conditions and capacity by linking improved government performance with stronger accountability to citizens. LAVI aims to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms, and to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. The RG3 activity aims to build the capacity of targeted GOL institutions, particularly the Ministry of Finance and Development Planning (MFDP) and the Liberia Revenue Authority (LRA), to improve domestic revenue mobilization in Liberia. RG3 will support the MFDP to develop the capacity to formulate sound, predictable, and fair revenue policies.

**2. LOCATION:** Monrovia, Liberia**3. ROLE'S PURPOSE:**

The Information Technology (IT) Specialist reports to the Deputy Chief of Party (DCOP) and supports the management of the DAI/Liberia IT equipment, resources, and activities. The IT Specialist is responsible for contributing to oversight of all IT needs, including system installations, maintenance, and support.

**4. TASKS AND RESPONSIBILITIES:**

Contribute to the management of IT and communications equipment, network and information systems, and security, including communication links in the program office  
Properly maintain all computer and multimedia equipment in the project offices  
Quickly respond to problems or interruption in network access.  
Help project staff with computer-related problems, requests, or questions.  
Resolve problems with network connection caused by factors outside the office space.  
Submit requests to home office SysAdmin for new user accounts and DAI information systems access  
Contribute to the administration and maintenance of computers, servers, peripherals, and software  
Provide training on information security  
Other duties as assigned by the DCOP

**5. REPORTING AND SUPERVISION:**

- Reports to the DCOP

**6. QUALIFICATIONS**

- At least five years of experience in the field of information technology
- Demonstrated experience with administration and maintenance of computers, servers, and software, in addition to HelpDesk troubleshooting for an office of at least 15–20 permanent staff
- Excellent communication and organizational skills
- Bachelor's degree preferred; IT certifications a plus

**7. HOW TO APPLY:** If you are interested, please send the following to

[LAVIrecruitment@dai.com](mailto:LAVIrecruitment@dai.com) by May 24, 2017.

- CV
- Name of three professional, academic, or community service references

**USAID LAVI, RG3, LEGIT values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply**

18<sup>th</sup> Street & Warner Avenue, Monrovia