



**CNFA**

## **EXTERNAL VACANCY**

**JOB TITLE: IT/DIGITAL FINANCIAL SERVICES SPECIALIST**

**LOCATION: MONROVIA with Field Visits**

**PROJECT: Liberia Agribusiness Development Activity (LADA)**

### **CNFA:**

CNFA is a not-for-profit organization based in Washington, D.C., dedicated to stimulating economic growth in the agricultural sector by nurturing entrepreneurship, private enterprise and market linkages. CNFA specializes in fostering private sector investments in training, new technologies and marketing as a means to increase the overall competitiveness of agricultural value chains, to expand exports, and to develop skills in the rural workforce. CNFA assists smallholders in increasing household-level food security and nutrition through improved agricultural practices, introduction of new varieties, diversification of crop production, food preservation and storage, development of farmer-based organizations and strengthened linkages to markets.

### **PROJECT DESCRIPTION:**

LADA is a four-year, \$20 million USAID-funded project that aims to improve the agricultural development and food security initiatives at the community- and national-level in Liberia. The LADA project aims to strengthen “aggregation clusters” through facilitating business relationships that link suppliers, producers, processors, buyers, and investors so that all actors along the value chain can benefit from sustainable growth. To achieve this vision, CNFA will improve access to finance, quality inputs, mechanization, agricultural advice, and markets so that Liberian smallholder farmers can increase their production and participation in the market.

### **POSITION SUMMARY:**

The IT/DFS Specialist will manage the CNFA IT system and the entire network of information technology infrastructure and work closely with Enclude in the course of LADA implementation to support the mobile money and market information platform that will be implemented under the project. He/she will also provide all the necessary technical expertise to CNFA and subcontractors for the achievement of the Work Plan and PMP program goals. He/she will report to the Deputy Chief of Party.

***CNFA – LADA is in search of a qualified individual (Education & Experience) to occupy the vacant position of IT/DIGITAL FINANCIAL SERVICES SPECIALIST.***

## **Duties and Responsibilities**

### **General Administration and Office Management**

- Plan, design and document IT infrastructure layout for the office both Monrovia and the field offices according to the program's ICT needs but allowing/providing for probable expansion in the system.
- Determine IT material needs and specifications for the office and facilitate effective and efficient acquisition process of IT materials and equipment.
- Manages installation and configurations of IT equipment according to acceptable industry practice and policy requirements of CNFA/LADA and the donor
- Responsible for the DHCP scope and DNS records as well as the Active Directory users and groups; reset password, modify groups.
- Manages and monitor the network traffic flow, and network component (switches, firewall, routers, and access points).
- Install operating system (re-image computers) and anti-virus on PCs and provides technical support (Local and remote) to CNFA Staff
- Plan and schedule installation of new or modified hardware, operating system, and application software
- Maintain systems configuration and manage installation and integration of system fixes, updates and enhancement
- Implementation of ICT strategies and introduction/implementation of new technologies
- Develop and document systems ICT system administration standard operating procedure.
- Manages and configures email and troubleshoots of email/internet and IT equipment.
- Ensure regular backup and maintenance of IT Equipment (Servers, Workstations, and Etc.)
- Periodic troubleshooting of the network related devices, computer hardware, and Office tools/Applications
- Develop a LAN which that support CNFA network resource-sharing - SharePoint, VPN.
- In consultation with the Deputy Chief of Party, liaise with the IT office at CNFA HQ in Washington DC to ensure all computers/laptops have active Antivirus Protection Software
- Work directly with IT vendors in country to obtain support, repair and warranty information;
- Work closely with Enclude and SoukTel in the course of implementation to support the mobile money and market information platform that will be implemented under the project;
- Any other tasks needed to ensure implementation of program goals

### **SKILLS & EXPERIENCE ESSENTIAL**

- Bachelor of Science degree in IT, Business Computing or a related field
- Minimum 4 years' relevant work experience in a similar position
- Knowledge of hardware, fault diagnosis and installation
- Capable of lifting and relocating PCs and printers
- Experience in supporting Windows 7, 8, and 10
- Must be knowledgeable in Microsoft Office Suite tool (MS Word, Excel, PowerPoint, Publisher and etc.)

- Have vast experience on Windows server 2008, Microsoft Server 2008 R2 and Microsoft Server 2012.
- Operational knowledge and familiarity of NGOs/Non-profit
- Experience working for a USAID-funded project
- Fluency in spoken and written English

Deadline for submission of application: **27 JUNE 2018 at 4:00 P. M.**

**NOTE: APPLICATIONS WILL BE EVALUATED DAILY DURING THE POSTING PERIOD WITH THE NOTION THAT THE POST COULD BE FILLED IN PRIOR TO THE CLOSING DATE.**

**Applicants within Monrovia and its environs may apply in the following manner:** Application should be submitted in hard copy addressed to the Human Resources Department, CNFA/USAID - LADA Program, Tubman Boulevard, Congo town (Behind Cuttington Graduate School), Monrovia, Liberia. Please indicate on the back of the envelope: **“IT/DIGITAL FINANCIAL SERVICES SPECIALIST”**. Those applying electronically may use the following email address to send in their applications: [ladahr@cnfa-liberia.org](mailto:ladahr@cnfa-liberia.org). These applications should include the position title: **“IT/DIGITAL FINANCIAL SERVICES SPECIALIST”** in the subject line. **CNFA is an equal opportunity employer; therefore, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY. APPLICANTS SHOULD SUBMIT SALARIES HISTORIES (PAST/CURRENT) WITHIN THEIR CVs. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED. FAILURE TO PLACE THE POSITION ON THE ENVELOPES (HARD COPIES) OR IN THE SUBJECT (ELECTRONIC COPIES) AND FAILURE TO PROVIDE SALARY HISTORIES IS AN AUTOMATIC DISQUALIFICATION OF SUCH APPLICATIONS.**