

National Centre for the Coordination of Early Response Mechanism

(Early Warning Response Center)

Republic of Liberia

1st Street, Sinkor, Monrovia, Liberia

Established under the auspices of the Republic of Liberia

Supported by ECOWAS and the Government of the United States of America

Job Vacancy

Brief Background

The Government of the Republic of Liberia established the National Center for the Coordination of Response Mechanism (NCCRM) consistent with Article 58 (F) of the ECOWAS Revised Treaty (1993) on Regional Security which stipulates that Member States undertake to work to safeguard and consolidate relations conducive to the maintenance of peace and security in the region. In furtherance of the implementation of the regulations of the NCCRM as adopted by the Authority of Heads of State and Government, the **NCCRM** seeks a suitable candidate to fill the below listed positions.

Information and Communication Technology Officer

Reporting to the Director of the Center, the IT officer will be responsible for the functioning of information and communication systems of the Center. He/she will

- Provide a feasible institutional framework for the designing, installation, commissioning and maintenance of a complete network communication package which includes but not limited to a secure intranet with dedicated electronic mail service, PABX satellite telephony and VSAT network solution (video conferencing, data broadcasting, LAN interconnection, voice and fax transmission).
- Oversee the installation, maintenance and upgrading of the various software applications and SQL database applications within the Center.
- Manage the database of the Center.

Qualification and Experience

A Bachelor of Science degree in any of the fields of Information technology and plus a minimum of five (4) years relevant professional experience or a higher degree in any of these disciplines plus three (3) years relevant professional experience. Relevant IT certifications highly desirable.

Skills and Knowledge

- Good knowledge of Microsoft Office Tools such as Word, Excel, Ms Power Point, Access.
- Excellent oral and written communication skills
- Excellent team player.
- Good self and time management skills.
- Good negotiation and problem solving skills.
- Pro-active management outlook.
- Capable of trouble shooting and providing maintenance and desktop support

Ability to work in a cross-cultural environment and knowledge of Governmental operations

Application procedure:

Qualified and interested applicants should address their applications along with resume and relevant copies of educational credentials via email to:

nccrm.director@gmail.com and natwalker2002@yahoo.com

Note: Absolutely no phone contacts while the process is ongoing.

Deadline for all application is August 12, 2020

Qualified female are encouraged to apply