



## National Fisheries & Aquaculture Authority (NaFAA)

P. O. Box 10-1384  
United Nations Drive, Bushrod Island  
1000 MONROVIA 10, LIBERIA



### **REQUEST FOR EXPRESSION INTEREST (REOI) FOR THE RECRUITMENT OF SYSTEMS ADMINISTRATOR/SYSTEMS MANAGER**

**Date:** June 17, 2026

The National Fisheries and Aquaculture Authority (NaFAA) is the principal regulatory and management body of the Government of the Republic of Liberia responsible for the sustainable management, development, and conservation of Liberia's marine and inland fisheries and aquaculture resources. Established under the National Fisheries and Aquaculture Act, NaFAA operates under the mandate to ensure the optimal exploitation of fisheries resources for the social and economic benefit of the Liberian people, while safeguarding the long-term ecological integrity of Liberia's marine and freshwater environments.

NaFAA's operational mandate encompasses vessel registration, licensing and permitting, fisheries monitoring and surveillance, port-state control, aquaculture development, fisheries data management, and policy formulation. The Authority's enterprise network and digital systems are central to the delivery of these functions, supporting the Fisheries Information Management System (FIMS), the online licensing portal ([fims.nafaa.gov.lr](http://fims.nafaa.gov.lr)), regulatory databases, GIS platforms, and inter-agency government network connectivity.

To sustain and strengthen its digital infrastructure, NaFAA is seeking a highly qualified, experienced, and results-driven Systems Administrator/Manager to lead the management, security, and strategic development of the Authority's enterprise ICT environment.

The Systems Administrator/Manager will serve as NaFAA's senior technical authority for all enterprise information systems, network infrastructure, cybersecurity, and ICT operations. The selected candidate will be accountable for ensuring the availability, integrity, confidentiality, and resilience of all technology systems that underpin NaFAA's regulatory, administrative, and public-facing digital services. The role combines advanced hands-on systems administration with strategic infrastructure planning and ICT governance responsibilities commensurate with a government enterprise environment. He/She will undergo a three (3) month-probationary period with the signing of a full employment contract upon satisfactory performance.

The detailed Terms of Reference (TOR) for the position can be obtained from the address below and can be found at the following websites:

- a) [www.nafaa.gov.lr](http://www.nafaa.gov.lr)
- b) [www.emansion.gov.lr](http://www.emansion.gov.lr)

NaFAA now invites eligible candidates to indicate their interest in occupying the position.

Interested candidates should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include the following qualification:

**A. Education**

- Bachelor's degree in Computer Science, Information Technology, Information Systems, Computer Engineering, Software Engineering, Telecommunications, or a related field from a recognized institution.
- Master's degree in a relevant ICT discipline is an added advantage.

**B. Professional Experience**

- Minimum of 7 years' progressive experience in systems administration, network management, or enterprise ICT operations.
- At least 3 years in a senior/lead systems administration role managing complex enterprise environments with 100+ users.
- Experience in government, public sector, or other regulated environments is highly desirable.

**C. Technical Competencies**

- Demonstrated expertise in enterprise network infrastructure, Windows and Linux server administration, virtualization, cybersecurity, backup/disaster recovery, identity and access management, and ICT systems automation.
- Experience with enterprise databases, SIEM platforms, cloud or hybrid environments, and network security technologies.
- Knowledge of GIS infrastructure and API/integration technologies is an advantage.

**D. ICT Governance and Management**

- Experience developing ICT policies, strategic plans, budgets, and disaster recovery frameworks.
- Experience in ICT procurement, vendor management, and contract administration is desirable.

**E. Leadership and Communication**

- Proven ability to lead, supervise, mentor, and develop technical teams.
- Strong analytical, problem-solving, project management, and stakeholder communication skills, including the ability to present technical issues to non-technical audiences.

**F. Personal Attributes**

- Demonstrated integrity, professionalism, and commitment to information security and confidentiality.
- Ability to operate effectively in resource-constrained and developing-country environments while delivering results on time and within budget.

Further information can be obtained at the address below during office hours, i.e. 0900 to 1600

hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **Wednesday, July 8, 2026 @ 4:00PM GMT**.

National Fisheries and Aquaculture Authority

Attn: Siekula T. Vannie

Director, Human Resources and ManPower Development

Freeport of Monrovia, Adjacent LPRC

Tel: +231 777 002217

E-mail: [stvannie@nafa.gov.lr](mailto:stvannie@nafa.gov.lr) and copy [mpmagbollah@nafa.gov.lr](mailto:mpmagbollah@nafa.gov.lr) and [pbkiadii@nafa.gov.lr](mailto:pbkiadii@nafa.gov.lr)

## TERMS OF REFERENCE (TOR)

# SYSTEMS ADMINISTRATOR / SYSTEMS MANAGER

*Information and Communications Technology Division | Enterprise Network Services*

<b>Organization</b>	National Fisheries and Aquaculture Authority (NaFAA)
<b>Position Title</b>	Systems Administrator / Systems Manager
<b>Grade / Level</b>	Senior Professional / Management
<b>Duty Station</b>	NaFAA Headquarters, Monrovia, Liberia (with field travel)
<b>Division</b>	Information and Communications Technology (ICT) Division
<b>Reports To</b>	Deputy Director General Administration
<b>Contract Type</b>	Full-Time
<b>Vacancy Number</b>	
<b>Date of Issue</b>	
<b>Closing Date</b>	Four (4) weeks from date of advertisement

## 1. Organizational Background

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The National Fisheries and Aquaculture Authority (NaFAA) is the principal regulatory and management body of the Government of the Republic of Liberia responsible for the sustainable management, development, and conservation of Liberia's marine and inland fisheries and aquaculture resources. Established under the National Fisheries and Aquaculture Act, NaFAA operates under the mandate to ensure the optimal exploitation of fisheries resources for the social and economic benefit of the Liberian people, while safeguarding the long-term ecological integrity of Liberia's marine and freshwater environments.

NaFAA's operational mandate encompasses vessel registration, licensing and permitting, fisheries monitoring and surveillance, port-state control, aquaculture development, fisheries data management, and policy formulation. The Authority's enterprise network and digital systems are central to the

delivery of these functions, supporting the Fisheries Information Management System (FIMS), the online licensing portal (fims.nafaa.gov.lr), regulatory databases, GIS platforms, and inter-agency government network connectivity.

To sustain and strengthen its digital infrastructure, NaFAA is seeking a highly qualified, experienced, and results-driven Systems Administrator/Manager to lead the management, security, and strategic development of the Authority's enterprise ICT environment.

## 2. Purpose of the Assignment

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The Systems Administrator/Manager will serve as NaFAA's senior technical authority for all enterprise information systems, network infrastructure, cybersecurity, and ICT operations. The incumbent will be accountable for ensuring the availability, integrity, confidentiality, and resilience of all technology systems that underpin NaFAA's regulatory, administrative, and public-facing digital services. The role combines advanced hands-on systems administration with strategic infrastructure planning and ICT governance responsibilities commensurate with a government enterprise environment.

## 3. Scope of Work and Key Responsibilities

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### 3.1 Enterprise Network and Infrastructure Management

- Design, configure, and maintain NaFAA's Local Area Network (LAN), Wide Area Network (WAN), and wireless infrastructure including routers, switches (Layer 2/3), firewalls, VPN gateways, and access points using enterprise-grade platforms (e.g., Cisco, Juniper, Fortinet, or equivalent)
- Manage network segmentation, VLANs, Access Control Lists (ACLs), Quality of Service (QoS), and traffic prioritisation to ensure reliable performance across all operational sites
- Administer and maintain the WAN link connecting NaFAA headquarters with regional and field offices, including satellite and 4G/LTE backup circuits
- Oversee Internet Service Provider (ISP) relationships, service level agreements (SLAs), and bandwidth management
- Design and implement network redundancy, high-availability clustering, and failover configurations to achieve maximum uptime targets (minimum 99.5% availability for critical systems)

### 3.2 Server and Systems Administration

- Install, configure, patch, and maintain physical and virtual servers (Windows Server, Linux/UNIX) supporting NaFAA's FIMS, licensing portal, email, file sharing, GIS, and database systems
- Administer virtualization platforms (VMware vSphere/ESXi, Microsoft Hyper-V, or equivalent) and manage VM provisioning, snapshots, templates, and resource allocation
- Manage directory services including Microsoft Active Directory (AD), Group Policy Objects (GPOs), DNS, DHCP, and identity federation (SSO/LDAP)

- Oversee database administration support for PostgreSQL, Microsoft SQL Server, or MySQL environments, including performance tuning, backup, and query optimisation in coordination with application owners
- Administer NaFAA's email infrastructure (Microsoft Exchange / Microsoft 365 / Google Workspace) and unified communications systems
- Manage Storage Area Networks (SAN), Network Attached Storage (NAS), and ensure storage capacity planning and data lifecycle management

### 3.3 Cloud and Hybrid Environment Management

- Architect, deploy, and manage cloud services on Microsoft Azure, Amazon Web Services (AWS), or Google Cloud Platform (GCP) as applicable to NaFAA's hybrid infrastructure strategy
- Implement cloud governance frameworks including cost management, identity and access management (IAM), resource tagging, and policy compliance
- Manage hybrid connectivity between on-premises infrastructure and cloud environments using site-to-site VPN, Azure ExpressRoute, or equivalent technologies
- Design and maintain Infrastructure as Code (IaC) pipelines using tools such as Terraform, Ansible, or ARM templates for repeatable and auditable deployments

### 3.4 Cybersecurity and Information Assurance

- Develop, implement, and maintain NaFAA's Information Security Management System (ISMS) in alignment with ISO/IEC 27001, NIST Cybersecurity Framework (CSF), and applicable Government of Liberia ICT security policies
- Conduct regular vulnerability assessments and penetration testing (or coordinate with external specialists), and manage the remediation lifecycle of identified risks
- Configure and manage enterprise security tools including SIEM (Security Information and Event Management), IDS/IPS, endpoint detection and response (EDR), web application firewall (WAF), and anti-malware platforms
- Enforce identity and access management (IAM) policies including least-privilege access, multi-factor authentication (MFA), privileged access management (PAM), and periodic access reviews
- Lead the development and testing of the organisation's Incident Response Plan (IRP) and Business Continuity Plan (BCP) for ICT systems
- Ensure compliance with data protection requirements and government cyber-hygiene mandates, and liaise with the Liberia Telecommunications Authority (LTA) and MOCI on regulatory compliance
- Provide cybersecurity awareness training to all NaFAA staff on a recurring basis

### 3.5 Backup, Disaster Recovery, and Business Continuity

- Design and maintain a comprehensive backup and disaster recovery (DR) architecture aligned to Recovery Point Objectives (RPO) and Recovery Time Objectives (RTO) defined for each critical system category

- Implement and test automated backup solutions (on-site and off-site/cloud) and document DR runbooks for all mission-critical services
- Conduct quarterly DR drills and tabletop exercises and report results to senior management

### 3.6 ICT Governance, Policy, and Strategic Planning

- Develop and maintain the NaFAA ICT Strategic Plan, annual ICT work plan, and technology roadmap in alignment with NaFAA's institutional objectives and national e-Government policies
- Formulate, document, and enforce ICT policies, standards, and procedures covering acceptable use, change management, asset management, procurement standards, and vendor management
- Lead ICT procurement processes: develop technical specifications, evaluate bids, and manage vendor contracts and service level agreements in compliance with Public Procurement and Concession Commission (PPCC) regulations
- Prepare ICT budget proposals, manage approved ICT budgets, and report on expenditures and cost optimisation outcomes
- Participate in inter-agency ICT committees and represent NaFAA in national e-Government and digital transformation initiatives
- Produce quarterly and annual ICT performance reports for senior management and external stakeholders

### 3.7 End-User Support and Service Management

- Establish and manage a structured IT Service Management (ITSM) environment based on ITIL best practices, including incident management, problem management, change management, and service catalogue
- Supervise and mentor ICT support staff and helpdesk technicians, ensuring SLA compliance for incident resolution
- Oversee the procurement, inventory tracking, lifecycle management, and disposal of ICT assets in accordance with government asset management regulations
- Manage software licensing compliance, including Microsoft, GIS, fisheries management, and productivity software

### 3.8 FIMS and Digital Services Support

- Provide systems-level administration support for the Fisheries Information Management System (FIMS) and the online licensing portal, including server configuration, database connectivity, performance monitoring, and uptime management
- Liaise with application developers and software vendors to coordinate system upgrades, patches, and integrations
- Support the deployment and maintenance of GIS infrastructure (ArcGIS Server, QGIS, or equivalent) used for fisheries monitoring and marine spatial planning

- Ensure that API integrations with other government information systems (e.g., NRA, MOCI, Immigration) are secure, reliable, and well-documented

#### 4. Key Deliverables

#	Deliverable	Frequency	Submitted To
1	NaFAA ICT Strategic Plan and Technology Roadmap	Annual (reviewed)	Director General
2	Network and Systems Health Report (uptime, incidents, patches, capacity)	Monthly	DDG Operations
3	Cybersecurity Risk Register and Vulnerability Assessment Report	Quarterly	Director General
4	Disaster Recovery Test Report and BCP Update	Semi-annual	Director General
5	ICT Budget Utilisation Report	Quarterly	Finance Division
6	ICT Policy and Procedure Manual (full review)	Annual	Director General
7	Asset Inventory and Lifecycle Report	Semi-annual	DDG Operations
8	ITSM Service Desk Performance Report (SLA compliance, MTTR)	Monthly	DDG Operations
9	Procurement Technical Specifications and Evaluation Reports	As required	DG / PPCC
10	FIMS and Portal Availability and Performance Report	Monthly	ICT / Programs
11	Staff Cybersecurity Training Completion Report	Quarterly	HR Division
12	Annual ICT Performance and Impact Report	Annual	Director General

## 5. Qualifications and Experience

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### 5.1 Education (Mandatory)

- Bachelor's Degree (minimum) in Computer Science, Information Technology, Information Systems, Software Engineering, Computer Engineering, Electronics Engineering, Telecommunications, or a closely related field from a recognised and accredited university
- A Master's Degree (MSc) in Computer Science, Information Security, IT Management, Cybersecurity, or Business Administration with an IT concentration is highly desirable and will be given significant weight in evaluation
- All academic credentials must be verifiable and, where issued by foreign institutions, recognised by the relevant national accreditation authority

### 5.2 Professional Experience (Mandatory)

- A minimum of seven (7) years of progressive, hands-on experience in enterprise IT systems administration and/or network management, with demonstrated increasing responsibility
- At least three (3) years of experience in a senior or lead systems administration role managing complex, multi-site enterprise environments with 100+ users
- Demonstrated experience managing and securing government, public-sector, or regulated enterprise ICT environments is strongly preferred
- Proven experience with enterprise network infrastructure (Cisco, Juniper, Fortinet, or equivalent) including routing protocols (OSPF, BGP), MPLS, and VPN technologies
- Hands-on experience administering Windows Server (2016/2019/2022) and Linux (RHEL, Ubuntu, CentOS) in production environments
- Practical experience with virtualisation (VMware vSphere/ESXi or Microsoft Hyper-V) and container orchestration (Docker, Kubernetes) is an advantage
- Demonstrated experience designing and maintaining backup/DR environments and conducting recovery exercises
- Experience developing ICT policies, strategic plans, and budget proposals
- Experience with database administration (SQL Server, PostgreSQL, or MySQL), including backup procedures and performance monitoring
- Experience in ICT procurement and vendor contract management in a regulated procurement environment is an advantage

### 5.3 Technical Competencies

- Deep expertise in network architecture, TCP/IP, OSI model, VLAN, BGP, OSPF, SD-WAN, and network security protocols
- Proficient in scripting and automation languages: PowerShell, Bash/Shell, Python for system administration automation
- Strong knowledge of cybersecurity frameworks: ISO 27001, NIST CSF, CIS Controls, OWASP
- Experience with SIEM platforms (Splunk, Microsoft Sentinel, IBM QRadar, or equivalent)

- Knowledge of GIS infrastructure administration is an advantage for the fisheries context (ArcGIS Server, QGIS)
- Familiarity with API management, REST/SOAP web services, and integration middleware
- Strong understanding of identity and access management (Active Directory, Azure AD, LDAP, SAML, OAuth 2.0)

#### 5.4 Soft Skills and Leadership Competencies

- Demonstrated leadership and team management capability: experience supervising, mentoring, and developing technical staff
- Exceptional analytical and problem-solving skills; ability to diagnose and resolve complex infrastructure issues under operational pressure
- Strong written and verbal communication skills; ability to translate complex technical concepts for non-technical executive and government audiences
- Results-oriented with proven ability to manage multiple concurrent projects within budget and on schedule
- High integrity, commitment to public service values, and adherence to government information security and confidentiality obligations
- Ability to work effectively in a developing-country government context, managing constraints of infrastructure, budget, and capacity