

Job Title	System Administrator Level II – ACP-ACH & EFT
Job Level	P - 4
Vacancy: Contract Type: Department:	One (1) position Permanent Payment Systems Department
Location	Central Bank of Liberia, corner of Ashmun & Lynch Streets, Monrovia, Liberia
Background Information	<p>The Central Bank of Liberia (CBL) seeks a highly skilled System Administrator Level II – RTGS & PAPSS to join the Payment Systems Department. This role is purely technical, requiring expertise in system administration, network security, and high-availability payment systems infrastructure.</p> <p>The selected candidate will be responsible for configuring, monitoring, and maintaining the RTGS and PAPSS platforms to ensure seamless interbank and cross-border transactions.</p> <p>This role demands proficiency in enterprise system administration, real-time transaction processing, and infrastructure security, ensuring the highest level of system availability, reliability, and performance.</p>
Duties & Responsibilities of the Position	<p>Key Functions:</p> <ul style="list-style-type: none"> • Administer and maintain ACP, ACH & EFT infrastructure, ensuring high availability and performance. • Perform batch processing, file transmission management, and settlement reconciliation for interbank payments. • Implement security protocols, encryption mechanisms, and transaction monitoring to prevent fraud and data breaches. • Monitor system performance, troubleshoot operational issues, and apply necessary configurations to optimize processing speed. • Manage server environments, databases, and middleware that support ACP, ACH, and EFT platforms. • Ensure compliance with ISO 20022 messaging standards, SWIFT, and regulatory requirements for bulk payments. • Automate workflows using scripting languages (Bash, PowerShell, Python, or similar) for efficient batch processing. • Maintain and enforce access control policies, user authentication, and role-based security measures.

	<ul style="list-style-type: none"> • Conduct daily system health checks, log analysis, and audit trails to ensure compliance with regulatory and operational standards. • Work closely with banks, financial institutions, and telecommunications providers to manage connectivity and ensure uninterrupted clearing operations. • Lead disaster recovery and failover testing to ensure system resilience against downtime and cyber threats. • Generate and distribute clearing and settlement reports to stakeholders, ensuring accuracy and transparency in interbank payment processing. • Provide technical support and training for financial institutions using ACH, ACP, and EFT systems.
Minimum Job Qualifications & Experience	<p>Bachelor's degree in Computer Science, Information Technology, or related technical field.</p> <p>Minimum 5 years of experience in systems administration, database management, and batch payment processing.</p> <p>Advanced knowledge of bulk payment systems, transaction processing, and financial settlement mechanisms.</p> <p>Experience in Linux/Windows system administration, virtualization, and enterprise IT environments.</p> <p>Understanding of ACH file formats (NACHA, ISO 20022), EFT payment protocols, and check clearing systems.</p> <p>Strong experience in database management (Oracle, SQL Server, PostgreSQL) and query optimization.</p> <p>Industry certifications such as Red Hat Certified Engineer (RHCE), Microsoft Azure Administrator, or VMware VCP are preferred.</p> <p>Knowledge of financial transaction security, encryption, firewalls, and network security controls.</p>
Required Competencies & Skills	<p>Enterprise Payment System Administration: Expertise in batch processing systems, clearinghouse operations, and settlement platforms.</p> <p>Security & Compliance: Strong knowledge of ISO 27001, SWIFT Customer Security Program (CSP), PCI-DSS, and NIST security frameworks.</p> <p>Database & Middleware Management: Proficiency in SQL, Oracle, and payment transaction data processing.</p>

	<p>Automation & Scripting: Ability to use Python, Bash, PowerShell, or Ansible for system automation and process optimization.</p> <p>Performance Monitoring & Optimization: Experience with Nagios, Zabbix, SolarWinds, or similar monitoring tools.</p> <p>Network & Application Security: Knowledge of firewalls, VPNs, encryption, and secure file transfer protocols (SFTP, FTPS, AS2).</p> <p>Troubleshooting & Incident Management: Ability to diagnose and resolve file transfer failures, system crashes, and transaction delays in real-time.</p> <p>Technical Documentation & Reporting: Strong ability to maintain configuration records, compliance logs, and operational reports.</p>
<p>Documents Required</p>	<ul style="list-style-type: none"> • Updated Curriculum Vitae (CV). • Copies of relevant academic and professional certifications. • Cover letter detailing relevant experience and technical expertise. • Three professional references (preferably from the financial or IT sector).
<p>General Application Requirements</p> <p>Both electronic and/or hard copy applications will be considered. Cover letters should be addressed to Mrs. Maway T. Cooper-Harding, Director of Human Resources Management Department, Central Bank of Liberia and sent to cbljobs@cbl.org.lr .</p> <p>The deadline for submission of applications is Tuesday, July 1, 2025.</p>	