



Division of Human
Resource

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P.O. Box 9041
1000 Monrovia,
10 Liberia

Website: www.moci.gov.lr

VACANCY ANNOUNCEMENT

The Ministry of Commerce & Industry is seeking applications from qualified individuals for the position of **ICT Coordinator** in the Bureau of Small Business Administration.

Job Purpose:

The purpose of the job is to lead, direct and oversee the Information Communications Technology functions and ensures continuous operation and cost-efficiency of the Bureau ICT system, network, database architecture and data security, in order to achieve consistency and reliability of hardware, software, non-system tools, data archiving and disaster recovery management.

DUTIES AND RESPONSIBILITIES:

- Prepare strategic and operational plans for the Information Communications Technology (ICT) division to ensure that all necessary ICT tools, processes and systems are in place to meet the requirements of the Department of Small Businesses and contribute to the achievement of short- and long-term goals of the Department
- Build, maintain and constantly update a fully functioning website for the Department
- Designed new pages with content and upload to Department's website as required
- Continuously improve the functionality of the website and recommend system enhancement and updates
- Help with the development of information materials on Micro, Small and Medium Enterprises and upload on website
- Ensure that system can run queries on procurement activities across government and generate procurement reports
- Ensure a fully complete database system is up and running and ICT systems comply with regulatory and legal requirements
- Oversee the implementation and maintenance of technology infrastructure in line with the Department growth plans, and changing business requirements or technological advancements.
- Perform other duties as may be assigned from time to time

Qualifications

- The ideal candidate must have at least an Associate degree in computer science from a well-recognized institution.
- At least, 5-10 years' experience in similar role

Knowledge and Skills:

- A combination of the experience, education, and training is required.
- The skill set required for this position is as follows: strategic thinking, project management, leadership and team building, oral and verbal communications, as well as inter-personal skills.

HOW TO APPLY

Complete application package must be submitted no later than September 2, 2016 at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

The Human Resource Director
Ministry of Commerce & Industry
3rd Floor
Ashmun & Gurley Streets
Monrovia, Liberia

Or by Email: jsblango@staff.moci.gov.lr, mmkamara@moci.gov.lr