



# CENTRAL BANK OF LIBERIA



## VACANCY ANNOUNCEMENT

The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the below listed positions in its Management Information System & Technology Department (MISTD).

### **1. Assistant Director, Network Infrastructure (1 Position)**

#### **Job Summary:**

To oversee the Local Area Network (LAN) and Wide Area Network (WAN) of the Central Bank of Liberia and to ensure its smooth operations.

#### **Essential Functions:**

- Supervise all staff of the Network Infrastructure Section.
- Submit reports and advice Director on status and health of the CBL network infrastructure.
- Manage and maintain all systems, configure and setup all new servers on the LAN to include operating systems, software packages, network monitoring software, etc. so that they meet the needs of the Bank's main Data Center & the DR Site.
- Manage and maintain the CBL Active Directory database, to including setting up a password policy for authorization of users, password expiration dates, logon hours and days, etc.
- Supervise the management of the CBL file and print servers to ensure users have their files on the fileserver within their respective folders and are accessible to the users at any working time, and users can print to specified printers on the network.
- Develop, install and maintain emergency system backup to the main network servers; implement a backup strategy to secure all CBL's critical data, etc
- Manage and maintain the smooth operations of the CBL's Main Data Center and Disaster Recovery Site (DR Site), all hardware related to the Payment Systems NEPS, Vregcoss and other projects implemented by the CBL.
- Manage and maintain a safe and secure connection with the outside world via the internet.
- Perform any other duties and responsibilities as determined and assigned.

#### **Education:**

Bachelor Degree in Computer Science or related field, with 5 years of experience in Information Technology, or minimum 8 years of experience serving different positions in IT department. Must have industry certification(s),

### **Necessary Knowledge, Skills and Abilities:**

- Advance Computer Networking skills.
- Basic knowledge in Project Management, Customer Service, Cyber Security, Risk Mitigation and Management, Systems Integration, System Design and Analysis.
- Ability to manage a hybrid or diverse network environment, NOC and Data Center management, Virtualization, imaging, switching and routing knowledge and security.
- Must understand SLA management.
- Possess great leadership & supervisory skills.

## **2. Network Technician (2 Positions: 1 Headquarter, 1 DR Site)**

### **Job Summary**

He/she is responsible to install, maintain and troubleshoot Local Area Networks, and data communications equipment. Additionally, responsible to analyze and fix network-related problems reported by users.

### **Essential Functions:**

- Install new/rebuild existing workstations and configure hardware, peripherals, services, settings, directories, storage, software, etc. in accordance with standards and project/operational requirements.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups where applicable.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
- Perform the creation, change and management of users and computer accounts in the Bank's Active Directory Database as per approved policies of the Bank.
- Troubleshoot and repair (where necessary) hardware and software failures.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities.
- Upgrade and configure system software that supports infrastructure application.
- Provide end-user support.
- Perform any other duties and responsibilities as determined and assigned.

### **Education:**

High School Diploma required plus System Administration/System Engineer certification in Microsoft or CompTia: A+, N+, MCITP, MCSA

Bachelor Degree in Computer Science or related field, with three (3) to five (5) years of hands on experience in system administration is preferred.

### **Necessary Knowledge, Skills and Abilities:**

- Window Server 2003, 2008, 2012: Active Directory Service(ADD/ADS);
- Patch management, System monitoring and infrastructure tools as system Center Configuration Manager (SCCM); Window Server update service (WSUS): Group Policy management (GPMC):
- Computer Networking, Customer Service, Operating Systems (Server & Client) management and support, Hardware repairs, System Administration, UPS, End-user support and helpdesk.
- Windows server configuration;
- Features and roles management, system backup, and administration,
- Proficient with third party tools for system maintenance, Active directory, and group policy management, etc.

### **3. Surveillance Officer (2 Positions)**

#### **Job Summary**

He/she is responsible for the analysis, administration and support of the Surveillance System, Access Control System, Anti-Intrusion System and Fire Suppression System

#### **Essential Functions:**

- Manage the usage and performance of the Access Control system.
- Maintain the Surveillance, Access Control, Anti-Intrusion and Fire Alert and suppression systems within the CBL network infrastructure and ensure compliance with security policies and procedures.
- Evaluate the systems hardware and software, including peripheral, output, and related equipment.
- Develop and implements testing strategies on the Surveillance and Access Control system and document results.
- Troubleshoot and resolves system problems.
- Maintain current knowledge of relevant hardware and software applications as assigned.
- Perform recordings, backups and reviews of video recordings and footage.
- Perform any other duties and responsibilities as determined and assigned.

#### **Education:**

High School Diploma required. One (1) to three (3) years of experience working within a hired computer environment. Microsoft Certification(s) (A+, N+, etc.) a plus.

### **Necessary Knowledge, Skills and Abilities:**

- Basic computer skills, particularly with databases and spreadsheets.
- Have good interpersonal, communication, customer service and report writing skills.
- Team Player and ability to multi task.
- Analytical Skills.
- Applied techniques in computer diagnostics.
- Microsoft Office Suite knowledge.
- Software installation and basic computer repair.

### **Application Requirements**

Only electronic applications will be considered. Cover letters and resumes/CVs should be addressed to the Director of Human Resources Management Department, Central Bank of Liberia and sent to [cbljobs@cbl.org.lr](mailto:cbljobs@cbl.org.lr). Applicants must also attach copies of relevant academic credentials.

Deadlines to submit applications are as follows:

1. Assistant Director – Friday July 20, 2018 – no later than 4:00 PM.
2. Network Technician - Friday, July 13, 2018 – no later than 4:00 PM
3. Surveillance Officers - Friday, July 13, 2018 – no later than 4:00 PM

Please note that only short-listed candidates will be contacted to sit employment test where applicable and/or interviews.