REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA

VACANCY ANNOUNCEMENT

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

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 Bureau of Small Businesses and contribute to the achievement of short- and long-term goals of the Bureau
- Build, maintain and constantly update a fully functioning website for the Bureau
- Designed new pages with content and upload to Bureau'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
- Develop system functionality to incorporate new procurement plan into the database system
- Ensure that system can run queries on procurement activities across government and generate procurement reports
- Ensure development, implementation and maintenance of all policies related to ICT services, including procurement, distribution and asset management.
- Develop and manage the planning and budgeting for the Bureau's ICT services to ensure that resources are used to provide best in class ICT services that are in line with the Bureau's growth.
- Ensure a fully complete database system is up and running and ICT systems comply with regulatory and legal requirements
- Create/update new or existing database forms, tables and reports as requested by supervisor
- Ensure that SBA database is backed in line with schedule
- Perform data entry function of all new businesses registering with the SBA
- Liaise with the Public Procurement & Concessions Commission (PPCC) to ensure that relevant information received from the PPCC is entered into the SBA database system

- Oversee the implementation and maintenance of technology infrastructure in line with the Bureau growth plans, and changing business requirements or technological advancements.
- Oversee ICT special projects, including planning, scheduling, managing and progress reporting for new system implementations.
- Direct and supervise subordinates to ensure they fulfill their duties in the ICT function
- Design administrative forms and brochures for the Bureau
- Perform other duties as may be assigned from time to time

QULIFICATIONS

- A Bachelor Degree in Computer Science, or related field.
- 5- 10 years experiences in Information Communication Technology. Any database programing experience is a plus.
- Must have a proficient knowledge in computer (Microsoft Word, Excel, Access and Power Point)
- Must be a self-starter with excellent teamwork skill
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload
- Excellent oral and written communication skills

HOW TO APPLY

Complete applications must be submitted no later than August 31, 2015 at 5:00pm and shall include the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position;

2. A complete curriculum vitae which will include the names and contact details of three references that can attest to your professional qualification and/or work experience;

3. Documentations i.e., copies of degrees and certificates that addresses the minimum requirements of the position

All applications must be sent via email or hard copy and address to:
The Human Resource Division
Ministry of Commerce & Industry
3rd Floor
Ashmun & Gurley Streets
Monrovia, Liberia

Email: jsblango@staff.moci.gov.lr, and agpaygar@moci.gov.lr

GROW: Good Policy for trade, Revitalizing the economy, Opening up the Private Sector and facilitation Work opportunities for the future