## JOB VACANCY: ICT Director

### I. Position Information

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| Job code title: | **ICT Director** |
| Pre-classified Grade: | ICS-9 |
| Supervisor: | Executive Director |

### II. Organizational Context

Under the guidance and direct supervision of the Executive Director, the ICT Director manages ICT services, develops and implements ICT management systems, provides information management tools and technology infrastructure at the Commission. The ICT Director is responsible for review of and advice on the use of new technologies that will enhance the Commission's productivity. The ICT Director promotes a client-oriented approach.

The ICT Director heads the ICT Team and supervises staff in the team. The ICT Director works in close collaboration with the Monitoring and Compliance Department, Vendor Registry, Management Support and PPCC staff for resolving complex ICT- related issues.

### III. Functions / Key Results Expected

Summary of key functions:
- ❑ Implementation of ICT strategies and introduction/implementation of new technologies
- ❑ Development of information and documentation management system
- ❑ Management of PPCC hardware and software packages
- ❑ Networks administration
- ❑ Provision of web management services
- ❑ Facilitation of knowledge building and knowledge sharing

1. Ensures **implementation of ICT strategies and introduction and implementation of new technologies**, focusing on achievement of the following results:
- ❑ Full compliance with information management and technology standards, guidelines and procedures for the PPCC technology environment.
- ❑ Analysis of the requirement and elaboration of internal policies and procedures on the use of ICT.

- ❑ PPCC ICT business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in ICT management, control of the workflows in the ICT team.
- ❑ Conduct of market research and analysis, and introduction of new technology for office system updating and improvement.
- ❑ Provision of advice on and assistance in procurement of new ICT equipment for the PPCC and projects, provision of technical specifications and information on best options in both local and international markets.
- ❑ Development and update of the ICT annual plan and road map. Development and update of the business continuity plan, disaster recovery plan, ICT infrastructure and training plans. Follow up on their implementation.
- ❑ Provision of support to the use of the **EGP**

2. Ensures **development of information and documentation management system** focusing on the achievement of the following results:
- ❑ Development and implementation of PPCC information and documentation management system in accordance with PPCC policy and the office needs.

3. Manages **PPCC hardware and software packages**, focusing on the achievement of the following results:
- ❑ PPCC hardware and software platforms meet the PPCC standards and the PPCC key work/business processes.
- ❑ Provision of advice on maintenance of equipment and acquisition of hardware supplies
- ❑ Supervision of the implementation of the PPCC systems.
- ❑ Development of new software for high impact results (e.g., office management system, e- registry, intranet, etc).

4. Ensures efficient **networks administration**, focusing on achievement of the following results:

- ❑ Monitoring of the computing resources to provide a stable and responsive environment.
- ❑ Operation of network utility procedures defining network users and security attributes establishing directories, menus and drive-mappings, configuring network printers and providing user access.
- ❑ Monitoring of backup and restoration procedures for both server and local drives.
- ❑ Timely upgrade of LAN infrastructure and Internet connectivity to meet PPCC
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5. Provides **web management services**, focusing on achievement of the following results:
- ❑ Identification of opportunities and ways of converting business processes into web-based systems to address the issues of efficiency (e.g., office management systems, donor profile software, knowledge management systems).
- ❑ Creation and technical maintenance of the PPCC websites and Intranet.

6. Ensure **facilitation of knowledge building and knowledge sharing**, focusing on achievement of the following results:
- ❑ Identification and promotion of different systems and applications for optimal content management, knowledge management and sharing, information provision.
- ❑ Organization of training for the operations/projects staff on ICT issues.
- ❑ Synthesis of lessons learned and best practices directly linked to ICT management.

## IV. Impact of Results

The key results have an impact on the overall efficiency of the Commission including improved ICT services provision. Forward-looking ICT management has an impact on the organization of office management, knowledge sharing, and information provision.

Functional Competencies:
Building Strategic Partnerships

**Level 1.2:  Maintaining a network of contacts**
- ❑ Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues

Promoting Organizational Learning and Knowledge Sharing

**Level 1.2: Basic research and analysis**
- ❑ Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- ❑ Documents and analyses innovative strategies and new approaches

Job Knowledge/Technical Expertise
**Level 1.2: Fundamental knowledge of own discipline**
- ❑ Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position and applies them consistently in work tasks
- ❑ Identifies new and better approaches to work processes and incorporates the same in his/her work
- ❑ Analyzes the requirements and synthesizes proposals
- ❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning

❑ Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

**Level 1.2: Basic research and analysis**

Demonstrates ability to diagnose problems and identifies and communicates processes to support change initiatives

Design and Implementation of Management Systems

**Level 1.2: Research and analysis and making recommendations on management systems**
❑ Maintains information/databases on system design features
❑ Develops simple system components

Promoting Accountability and Results-Based Management
**Level 1.2: Basic monitoring**
❑ Gathers, analyzes and disseminates information on best practice in accountability and results-based management systems

Core Competencies:
❑ Demonstrating/safeguarding ethics and integrity
❑ Demonstrate proficiency and sound judgment
❑ Self-development, initiative-taking
❑ Acting as a team player and facilitating team work
❑ Facilitating and encouraging open communication in the team, communicating effectively
❑ Creating synergies through self-control
❑ Managing conflict
❑ Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
❑ Informed and transparent decision making

| VI. Recruitment Qualifications | |
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| Education: | Master's degree in Information systems, Information Management or Bachelors with four years of experience in Computer Science or related discipline. Cisco Certified Network Engineer (CCNE) and Microsoft Certified Systems Engineer (MCSE). If certification is not available at the time of recruitment, it should be obtained within 6 months. |
| Experience: | 2 years of relevant working experience, including development and implementation of ICT strategies, management and supervision of ICT services and teams, hardware and software platforms, telecommunications facilities, knowledge of Windows-based packages/applications, experience in web design and development of web-based office applications. |

**Additional Information**
This vacancy is also published on the following websites: PPCC (www.ppcc.gov.lr); Executive Mansion (www.emansion.gov.lr).

**How to Apply**
Please address Expression of Interest (signed), CV, and all supporting documents to the following address not later than 5:00pm on Friday, August 11, 2023.

        **Executive Director**
        **Public Procurement and Concessions Commission (PPCC)**
        **Executive Mansion Grounds, Capitol Hill**
        **Monrovia, Liberia**
        **Email:** info@ppcc.gov.lr