

**Job Title:** ICT Officer (1) SLARI HQ

**Position Description:** Under the supervision of the Communications Officer, the ICT Officer will be responsible for the provision of timely and effective ICT support services to SLARI including the provision of technical advice, problem identification and resolution, and troubleshooting.

**Department:** Communications Department

**Reporting to:** Communications Officer on a day to day basis.

**Duty Station:** SLARI Headquarters, Freetown with the possibility to travel to other SLARI Centres.

**Duration:** Permanent

**Closing Date:** 16<sup>th</sup> December 2022

**Duties and Responsibilities:**

**The main duties of the ICT Officer are:**

- ✓ To install, maintain, upgrade and repair a wide range of ICT equipment; and ensure the security, integrity and reliability of all software and hardware systems;
- ✓ Respond to ICT Support requests in a timely fashion to ensure minimum disruption to work at all times;
- ✓ Assist with computer recycling and arrange for the safe disposal of used toner cartridges;
- ✓ Manage and supervise the computer systems and electronic databases of SLARI;
- ✓ Manage or upgrade SLARI's website by writing programming code, etc, to meet business requirements;

- ✓ Research current ICT issues and recommend how findings affect or may impact the work of SLARI;
- ✓ Contribute to the development and implementation of ICT-related policies and procedures for SLARI, in accordance with established government policies and procedures, and legislative requirements.
- ✓ Develop a maintenance schedule for all computer hardware, software and networks, and ensure that it is followed.
- ✓ Manage the structure of the SLARI intranet and internal systems and contribute to the development of other online solutions. Maintain electronic mail accounts and implement them where appropriate;
- ✓ Any other ICT-related duties that may be required.

### **Academic Requirement**

- ✓ Bachelor's degree in computer science, Information Communication Technology, and Computer Engineering.

### **Experience**

- ✓ At least three (3) years of experience providing information communications technology (ICT) in a development context;
- ✓ Experience in training staff in the use of information systems.
- ✓ Experience in integrating voice-data communications – local area network (LAN) design, maintaining and troubleshooting router configuration, IP address systems, Internet/tunnelling;
- ✓ Experience with printer management and support;
- ✓ IT Security Tools (Anti-virus / Device Encryption / Group Policy Use);
- ✓ Network administration experience.

### **Professional Knowledge and Skills:**

- ✓ Solid knowledge of office procedures;
- ✓ Strong organisation skills with a problem-solving attitude;
- ✓ Attention to detail;
- ✓ Excellent communication and writing skills;

- ✓ Ability to prioritize and manage multiple tasks simultaneously;
- ✓ Fluent in English;
- ✓ Excellent organizational skills and ability to work in a fast-paced environment;
- ✓ Ability to work as a team player.

### **Application Procedure:**

Sierra Leone Agricultural Research Institute (SLARI) will consider applications from any suitably qualified Sierra Leonean and experienced applicant. **All application letters including CVs and other relevant documents should be enveloped and addressed to the Administrative Officer, Sierra Leone Agricultural Research Institute Headquarters, Tower Hill, Freetown before the close of office on Friday, 16<sup>th</sup> December 2022.** Enclosing: – a cover letter explaining why you think you would be suitable for the post, including examples of how you have demonstrated the required competencies; – a copy of your CV; – the names and contact details of three referees (whom we can contact with your consent in case of your being selected), who have good knowledge of your work and character.

Please note that only shortlisted candidates will be contacted.