



WE ARE RECRUITING A

National ICT COORDINATOR

SOS Children's Villages International is a global organisation established in 1949 that works to meet the needs and protect the interests and rights of orphaned and vulnerable children. SOS Children's Villages International works through member associations in 136 countries and territories worldwide.

SOS Children's Villages Liberia has been active in the field of children's rights and committed to children's need and concerns in Liberia since 1981. We focus our work on children without parental care and children at risk of losing parental care and their communities. The organisation has a wide range of programmes in Monrovia and Buchanan, which include children's villages, a youth care facility, kindergartens and high schools, a medical center and family strengthening programmes.

Function: National ICT Coordinator, Liberia

Direct Supervisor : National Director

Functional Supervisor : Regional ICT Director [WCAF]

Working location: SOS Children's Villages in Liberia (National Office)

Mission of the position:

The mission of the National ICT Coordinator is to execute in the National Association (NA) all policies, strategies and objectives – National and International- in SOS Children's Villages Liberia. This is in the domain of Information and communication Technology. They must conceive all ICT installations and architecture in the National Office (NO) and facilities. They must also plan for short-, medium- and long-term goals for ICT based on global organizational requirements of SOS. The NICT Coordinator is for the good functioning of ICT in the National Association.

Main Clients:

- National Office (NO)
- All programmes and facilities at the national level
- Regional ICT Advisor

Key performance areas and main responsibilities:

- Implement and maintain all ICT systems at a level that is efficient for the NA work environment.
- Ensure the security of data in the NA, including the conception and implementation of security measures that protect access to computers, servers and network infrastructure of the NA.
- Define the ICT budget for the NO and facilities in accordance with existing needs
- Ensure the efficiency and optimum function of installations and the use of ICT in the whole NA, including the installation and administration of servers.
- Ensure the orientation and development of users in the field on ICT and ICT systems proper usage and security.
- Ensure user technical support with proper helpdesk procedures.



- Put in place and keep an updated documentation relating to ensuring ICT Business Continuity and disaster recovery specified by the Cockpit.
- Conceive, implement manage and maintain the networks and other ICT resources in the NA including the LAN, WAN and Wireless networks.
- Ensure the choice of proper software and hardware including computers in accordance with organizational minimum requirements and compatibility with existing systems.
- Ensure proper configuration of computers, and other hardware in accordance with global organizational requirements and existing systems.
- Ensure follow up and monitoring of internet service provision so that it meets the contracted bandwidth with Internet Service Providers (ISP) for the NO and facilities and take proper action when provided service does not meet Service Level Agreement (SLA).
- Participate in the conception and implementation of ICT4D projects in the NA. Give proper technical support for the choice of appropriate technology for the deployment of such projects.
- Participate in knowledge sharing and reporting requirements at the Regional level with the ICT department
- Ensure the linkage between the NA Liberia and the International Office of Region on matters concerning ICT.

The employee directly supervises the following co-worker : None

The employee supervises directly the following co-worker : ICT Officer

The employee provides functional supervision to the following co-workers: ICT Officer & ICT Instructors.

The employee is deputized by: ICT Officer

The employee is deputy of: None

Special authorizations :

- Access to iadmin Server
- Access to O365 platform
- Access and Management of Server, Closed Circuit Television Administration and Biometric Access System Administration

Child Protection & Child Safeguarding

- Protect children from all forms of abuse, abandonment, exploitation, violence and discrimination.
- Report any CS suspicion, concern, allegation or incident immediately: IF IN DOUBT, SPEAK OUT!
- Act without delay: Failure to act may place the child in further danger.
- Involve the right people at the right time: CS reports should be made to the CS team at programme level and/or to the respective line manager.,

This position involves working with an INGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to the candidates' ability to perform the duties of the post, in the selection process, we will also explore the motivation and approach of the candidate to safeguarding.

SOS Children's Villages have zero-tolerance neither on sexual exploitation, harassment, and abuse nor fraud and corruption, amongst other safeguarding aspects. We also provide equal employment



opportunities to all employees & qualified applicants without regard to race, color, religion, gender, ancestry, national origin, age, disability, marital status, or class. SOS Children's Villages complies with all applicable laws governing non-discrimination in employment."

To apply, submit online only a Curriculum Vitae and a letter of interest addressed to the HROD Manager, at recruitment.hr@sosliberia.org with the subject line: **NICT-2024**. Closing date for submission of applications is 1st, April 2024. Only successful candidates will be contacted.

This job description outlines only the general scope of activity and the basic tasks and responsibilities associated with this position. It is updated annually in the course of performance appraisal. It may be supplemented with a more detailed definition of tasks, responsibilities and involvement in processes.