TERM OF REFERENCE – GENERAL IT PROGRAM MANAGER

Background

The General Service Agency was established under chapter 51 of the Executive Law 1972 to respond to the need for more organized approach to purchases, registration, management, and maintenance of all Government assets. Over the past two decades and several administrations the GSA has been transformed from an organization with 4 bureaus instituted by statue to 14 bureaus and internal units. This organization created overlapping roles and responsibilities between the bureaus and internal units. This also allowed for the abuse of Government's resources and threatened the ability of various agencies to provide adequate service delivery. The GSA became the agency charged with controlling the fuel, maintenance and vehicles assigned to each Ministry and Agency.

GSA current management has adopted the organizational structure of the original 4 bureaus created by statue and aims to accommodate the mandates of the Public Procurement and Concession Act (PPCA) of 2005.With GSA no longer a centralized procurement agency, its responsibility became limited to register, monitoring use, ensuring adequate maintenance, establishing standards, dispose of all Government assets.

SOURCE OF FUNDING:
This project is being funded by the Liberian Government.

FOR WHOM IS THE ASSIGNMENT REQUIRED:
The GSA is seeking to employ an individual that has extensive experience in asset accounting, budgeting, asset management system implementation and operations. A combination of these skill sets will ensure that the Liberian Government assets located in the fifteen counties in Liberia will be adequately tracked and properly managed and accounted for.

POSITION: General IT Manager

DUTIES:
1. Applicant will manage all aspects of software development life cycle inclusive of requirements gathering, analysis, design, software development, and debugging code.
2. Serve as a business unit back office support personnel and Information Technology (IT) advisor to all (or relevant) operational areas of GSA, which will include daily and weekly interaction, timely follow-up, and continuous dialogue related to efficiencies and improvement.
3. Use technology to simplify and manage government information systems
4. Integrate and build technological services around GSA resources to include reporting analysis, integration and SharePoint services.
5. Supervise, direct, and manage the Fleet Management and Asset Management Systems
6. Assist in developing general IT policies and manuals
7. Report to the Director General on all issues related to the IT department
8. Generate periodic status reports for the Director General
9. Prepare budget for IT resources
10. Develop disaster recovery plan and strategy
11. Supervise the installation and implementation of the Fleet and Asset Management Systems
12. Train subordinates and make recommendations for staff advancement
13. Generate reports and manage day to day operations.

QUALIFICATIONS AND EXPERIENCE:
1. Master Degree (or equivalent) in Management Information Systems (MIS), Computer Science or related fields.
2. 10years plus experience in Fleet and Asset Management Systems, implementation and operations.
3. Working Knowledge of Asset Accounting.
4. Certifications (Cisco, MCSE, NT, etc.)
5. 5+ years of experience providing high level systems support in a heterogeneous network and relational database environment.

REQUIREMENTS:
1. Must be a Liberian.
2. Must be available for work within 30 days of hire
3. No relocation allowance
4. All recruits must be available to work in a 6 days working environment and be task driven
5. A proven record in working with multiple funding agencies
6. Excellent track record in financial and technical management
7. Ability to successfully perform multiple tasks
8. Excellent interpersonal communication, networking and negotiating skills, including working in teams in a culturally diversified environment
9. Facilitation skills a strong plus
10. Working knowledge of Microsoft Project is a plus
11. Excellent oral and written communication skills in English including capacity to prepare and deliver formal presentations on project progress and results
12. Demonstrate experience in supervising, coaching, and training of personnel
13. Strong analytical skills, sound judgement and strategic planning a plus
14. Good analytical skills in troubleshooting and problem solving
15. Must be able to work with minimum supervision within a stressful environment
16. Knowledge of Government and private sector institutional and organizational structures Experience in Liberia is an added advantage
17. Knowledge of Microsoft Office suite
18. Team oriented
19. Must be available for travel throughout Liberia and Internationally.

ASSIGNMENT LOCATION:

GSA Headquarters or other designated locations.

DEADLINE FOR SUBMISSION:

The deadline for submission is July 16, 2012 at GSA Head Office, U.N. Drive, Monrovia or electronically at
JOBS@GSA.GOV.LR

FOR ADDITIONAL INFORMAION:

WWW.GSA.GOV.LR