



# Republic Of Liberia

## Liberia Electricity Corporation

P.O. Box 10-165 Waterside  
1000 Monrovia, 10 Liberia

### REQUEST FOR EXPRESSIONS OF INTEREST (INTERNAL/EXTERNAL)

#### BACKGROUND

The Liberia Electricity Corporation (LEC), which was established by an act of National Legislature on July 12, 1973, is a Public Corporation solely owned by the Government of Liberia (GOL) with a mandate to produce and supply economic and reliable electric power to the entire nation.

The LEC is now under a Management Contract consummated through collaborative efforts between the GOL and International Partners, which took effect July 1, 2010 for an initial period of five (5) years and has been extended through December 31, 2016. The primary deliverables required under the Management Contract are to reduce losses, improve collection efficiency, reduce costs, and increase customer connections. Also as a part of its deliverables, the Management is to build the human resource capacity of the Corporation so that local staffs are prepared to take over and effectively manage the LEC when the MC ends.

The Liberia Electricity Corporation (LEC) is therefore in search of qualified and experienced professionals, male or female, to be hired to augment the current workforce.

#### 1. SERVER ADMINISTRATOR : (1 POSITION)

##### **Duties and Responsibilities:**

The server administrator will plan, implement, oversee and maintain the LEC servers and work with computer networks and ensure that the servers run efficiently by maintaining software updates, designing and implementing new system structures, monitoring server activity, auditing server security, addressing questions about technical problems, and improving efficiency by evaluating system network functions.

##### **Essential functions:**

- Oversee a variety of systems and technologies including SAN, server virtualization, and Windows server environments
- Strong knowledge and experience of Windows Server, Desktop, VMware, vCenter, SCCM and Active Directory Administration
- Experience scripting using PowerShell, VB, Perl, Ruby or Python
- Configure and manage hardware and VM based Windows Server installations
- Maintain development, test and production servers with updates including after-hours support and monitoring server usage and up-time
- Monitor and troubleshoot all aspects of server infrastructure
- Capacity management and performance tuning
- Ensure system security and data integrity
- Use high-level communication skills to collaborate, influence and persuade team members and management
- Provide Level 1 & 2 support for all operational issues and outages relating to the infrastructure
- Ability to convert complex information into simple, explainable solutions
- Understanding current and future business needs met by infrastructure platforms
- Results-driven with a bias towards practical applications
- Possesses a planning orientation with integrative and strategic thinking skills
- Maintain familiarity with currently implemented and new technology, including new versions of software/firmware, implement upgrades and changes to procedures/commands
- Communicates and monitors compliance with existing practices
- Interface with vendors to obtain required equipment and software in a timely manner while ensuring proper audit and budget controls are met
- Provide technical and procedural direction to LEC for the actual implementation of the network servers used, as well as interface with internal users, development personnel and other technical staff

- Provide direction in complex problem solving situations and participate in direct interaction with internal staff as required. Identify process improvement opportunities achievable within LEC Outlook through the optimum use of the servers
- Build and maintain the servers required for development work, internal testing, customer testing and production environments. Maintain file version consistency across all development servers. Maintain access privileges and account groups as directed by development team
- Design, implement and maintain a consistent backup and disaster recovery plan
- Collaborate with operations, QA and third party data centers to provide technical direction on network topologies, server configurations, hardware/software deployments, firewall configurations and other administrative tasks related to the staging and maintenance of company development, testing and production servers
- Ensure timely and effective delivery of hardware upgrades, network upgrades and new configurations
- Other duties and special projects as assigned

**Required Skills/Competencies**

- Excellent oral and written communications skills.
- Excellent troubleshooting ability
- Highly effective working in a team, as well as working independently
- Perform administrative duties as well as some project management tasks

**Education and Experience:**

- Possess a Bachelor's degree commonly in Computer Technology or related business field or possess and maintain key server certifications with three to five years working experience in a server environment.

**2. Network Administrator (1 Position)**

**Duties and Responsibilities:**

The Network Administrator will be responsible for designing, organizing, modifying, installing, and supporting LEC's LANs, WANs, Internet and intranet systems, and network segments.

**Essential functions:**

- Install, maintain and support LANs, WANs, network segments, Internet, and intranet systems as well as network hardware and software (routers, switches, firewalls, load balancers, VPN, QoS, etc)
- Monitor networks to ensure security and availability to users and maintain integrity of the network, server deployment, and security
- Identify user needs and evaluate network performance issues including availability, utilization, throughput and latency; plan and execute the selection, installation, configuration, and testing of equipment; define network policies and procedures and establish connections and firewalls
- Determine network and system requirements; design and deploy networks and perform network address assignment
- Ensure network connectivity throughout LEC's LAN/WAN infrastructure is on par with technical requirements
- Design router administration, including interface configuration, routing protocols and routing table configuration
- Assign configuration of authentication and authorization of directory services
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers
- Maintain network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalate problems to supervisor
- Secure network by developing network access, monitoring, control, and evaluation; maintain documentation
- Prepare users by designing and conducting training programs; providing references and support
- Upgrade network by conferring with vendors; develop, test, evaluate, and install enhancements
- Protect LEC's value by keeping information confidential
- Possess and maintain key network certifications with cisco and Microsoft
- Other duties and special projects as assigned

**Required Skills/Competencies**

- Proven hands-on network engineering experience
- Excellent oral and written communications skills.
- Excellent troubleshooting ability
- Highly effective working in a team, as well as working independently
- Perform administrative duties as well as some project management tasks

**Education and Experience:**

- College Degree or Relevant network certifications with Cisco and Microsoft
- Three to five years working experience in a network environment

**3. Database Developer/Programmer: (1 POSITION)****Duties and Responsibilities:**

The Database Developer/Programmer will develop and maintain databases across LEC, while ensuring high levels of data availability. The Database Developer/Programmer will in addition evaluate and advise on all technology components, such as software, hardware, and networking capabilities, for database management systems and applications. As part of the role he/she will be responsible for implementing data dashboards to all levels of LEC.

**Essential functions:**

- Possess extensive experience with Transact-SQL Experience working with Microsoft's .Net Framework, Java, Visual Studio, HTML5, JavaScript frameworks
- Experience working with MS SQL Server, Oracle and MySQL and sound knowledge of traditional as well as agile software development methodologies
- Ability to apply an object-oriented programming language in creating applications
- Strong knowledge of systems and software development lifecycles; application integration techniques; relational database design; and outstanding spatially enabled enterprise applications creation and maintenance skills
- Provide database and application solution strategy, technical design, architecture, and support for carrying out the implementation of enterprise database development.
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
- Work harmoniously in a cross-functional team comprising managers, supervisors, business analysts, systems personnel, network staff, and other developers in ensuring the delivery of software solutions as planned and within set budget and participate in multiple projects simultaneously as a senior development team member
- design, code, and implement software solutions using modern techniques and programming language
- Design and deploy data table structures, forms, reports, and queries.
- Applying third party upgrades to existing databases.
- Coordinate and work with other technical staff to develop relational databases and secondary databases (i.e. MS Access).
- Identify inefficiencies in current databases and investigate solutions.
- Experience in creating rich web user interface designs
- Diagnose and resolve database access and performance issues.
- Plan and coordinate data migrations between systems.
- Develop, implement, and maintain change control and testing processes for database modifications.
- Develop and maintain database stored procedures, views and functions for hosted web applications.
- Ensure all database systems meet business and performance requirements.
- Produce ad-hoc queries and develop reports to support LEC's business needs.
- Create and maintain technical documentations.
- Develop and maintain Data Warehouse.
- Implement data dashboards to display data in differing formats.
- Provide excellent customer service by responding to and assisting with help desk calls to resolve issues, including system outages

**Required Skills/Competencies**

- Excellent oral and written communications skills.
- Excellent troubleshooting ability
- Highly effective working in a team, as well as working independently
- Perform administrative duties as well as some project management tasks

**Education and Experience:**

- Possess a Bachelor's degree in Computer Technology or related business field or possess and maintain key database and programming certifications with two to three years working experience in a database development environment.

**SUBMISSION AND DEADLINE FOR ALL APPLICATIONS**

Interested individuals are encouraged to submit their applications to the following address not later than **Friday, March 18, 2015 at 4:00 P.M.**

**The Acting Human Resources Manager**

**Liberia Electricity Corporation**

**Monrovia, Liberia**

**Email: [hcarter@lecliberia.com](mailto:hcarter@lecliberia.com)**