



The Forum for Agricultural Research in Africa VACANCY Announcements

Information and Communication Technology Officer: Ref: FARA/adv./IT/2017

The Forum for Agricultural Research in Africa (FARA) is an umbrella organization bringing together and forming coalitions of major stakeholders in agricultural research and development in Africa. FARA complements the innovative activities of national, international and sub-regional research institutions to deliver more responsive and effective services to its stakeholders. It plays advocacy and coordination roles for agricultural research for development, while the national agricultural research systems (NARS), advanced research institutions (ARIs) and international agricultural research centres (IARCs) develop and promote the adoption of improved technologies and policies along the research-to-development continuum in their respective countries and jurisdictions. Since it was established in 2002 FARA has been able to develop several African-wide initiatives through consultation with stakeholders. The Head office of FARA is based in Accra, Ghana. FARA relies heavily on the use of information and communication technologies.

FARA is seeking to recruit a qualified Information Technology Expert to occupy to the position of Information and Communication Technology officer.

Main Purpose

The position has primary responsibility for support of FARA Information Systems functions. This includes the administration of day to day operations of the information and communication system including, network and servers' administration and security, support of the Internet and Intranet communication Technology, active Sun System support, Human Resource and Information System support, management of security systems, software and hardware maintenance and training as required.

Reporting to the Human Resource and Administration Manager the successful candidate shall perform *inter-alia* the following duties and responsibilities:

Duties and responsibilities

- Installing, maintaining administering and monitoring all ICT infrastructure (Servers, workstations, e-mail systems, internet access, IP-PBX, Software, Local Area Network)
- Ensuring proper Service Level Agreement between FARA and its service providers and suppliers
- Securing FARA ICT infrastructure by deploying firewalls, antivirus, anti-spam, physical access control system including CCTV surveillance system, data

encryption, intrusion detection and virtual private network, automated backup, restore, rollback, filtering and monitoring systems

- Scheduling system maintenance, clean-up, hardware repair and replacement, software updates and patches
- Providing technical specification for the acquisition of contemporary ICT equipment and for the implementation of ICT projects for FARA
- Maintaining FARA central repository for file sharing and document archiving
- Coordination, managing and installation of simultaneous interpretation equipment and audio visual equipment for meetings, training, and workshops
- Providing IT support, advising and training staff on system utilization, health and safety measures
- Identifying FARA's ICT needs by developing plans to align IT resources to the organization's goals, objectives
- Providing IT support to FARA staff and partners both on site and off site
- Any other duties

Required

Minimum of Bachelors of Science degree in Information and Communication Technology, (with relevant ICT training and experience). Certificate in hardware engineering will be a plus. Experience in Microsoft windows 2008 server administration, Active directory, Linux firewall and TMG Forefront 2010. Experience in administration of Microsoft Exchange 2010, Backup Exec and trendmicro antivirus software. Experience with virtual environment specifically VMWARE ESXi and VEEAM, voice over IP and Polycom equipment. Familiarity with Web Content Management Systems. Ability to analyse troubleshoots, support, and implement technical solutions for laptops and smart-phones. Excellent communication skills (written and verbal), strong understanding of web based software, and ideally have a software engineering related qualification

Compensation

FARA provides attractive local package.

Location

The successful candidate shall be based at the FARA Secretariat in Accra, Ghana

Applications

Qualified candidates are invited to submit via email comprehensive Curriculum Vitae together with a motivation letter and names/contact details of three referees to: Dr. Yemi Akinbamijo, Executive Director, FARA, PMB CT 173, Cantonments, Accra, Ghana. Email: recruitment@fara-africa.org. Applications will be accepted up to **12th June 2017**. *Please use the job title and reference in the subject line of your email.*

Due to anticipated high volume of applicants, only shortlisted candidates will be contacted. Applications which do not meet the stated criteria will be rejected.

FARA Affirmative Action Statement on Employment

There is no discrimination on the basis of gender race, religion, ethnic orientation, disability or health status.