



Vacancy Announcement

Job Title: Cyber Officer
Department: International Gateway Service (SGS) department
Reports To: Technical Engineer (IGS)
Deadline: October 29, 2018 at 4 pm

Job Summary:

Under the supervision of the Technical Engineer, the Cyber Officer will assist and maintain all equipment intended to facilitate the implementation of the IGS program. She/he will be required to set up national cyber security objectives, develop cyber security strategies, identify stakeholders across sectors for collaboration, design and deliver solutions, as well as providing technical assistance to other employees. The Cyber Officer is scheduled to work from Monday-Friday.

JOB DESCRIPTION:

- Contributes to setting national cyber security objectives
- Contributes to developing cyber security strategies
- Helps to identify stakeholders across sectors for collaboration
- Contributes to policy formulation on Top Level Domain (TLD)
- Contributes to formulating strategy on internet governance
- Contributes to strategy to protect privacy and data protection policy
- Contributes to formulating electronic transaction strategy
- Contributes to developing strategies to make Liberia a digital society
- Support the coordination of activities to provide awareness about the issues driving cyber-security
- Work with other stakeholders to develop an annual work plan on cyber strategy
- Support knowledge management on cyber-security experiences, best practices, needs and resources for all stakeholders
- Help to identify training need for in-house or other forms of training for staff of the IGS section in specific areas of interest to ensure growth and productivity
- Provide periodic and other reports that may be required on IXP, TLD and cyber-security
- Contribute to LTA the strategic goal through cyber security programs
- Performs other relevant duties consistent with the functions of the department that may be assigned by the supervisor from time to time

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Computer science, Electronics Engineering, or other related field is required.
- Minimum 2 years technical work experience preferably within the telecommunications sector.
- A+, and CCNA, Microsoft and other Certifications are added advantages.
- Must be familiar with Microsoft Office applications; understand DNS and DHCP related issues.

OTHER REQUIREMENTS:

- Ability to understand the concepts, principles and practices of cyber strategy
- Understand the trend of cyber security from the perspective of ITU, ATU, ECOWAS and other such bodies involved with cyber security
- Ability to perform stakeholder analysis
- Ability to navigate across the internet and conduct research on cyber strategies
- Exceptional written, oral, interpersonal and presentation skills, with customer service orientation
- Adept at listening to user needs and providing solutions that address those needs in a timely a cost-effective manner

- Ability to communicate with end-user at the appropriate level, avoiding technical jargon in favor of using language accessible to users

SELECTION PROCESS:

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted. Selected candidates will be required to submit, prior to being hired, *a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.*

Interested applicants must submit the following for the application to be considered:

- 1) Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.
- 2) Each application must be submitted in a sealed envelope, addressed to:

Liberia Telecommunications Authority
Application for Cyber Officer
Administration & Operations Office
Menetamba Road, Cooper's beach community
Paynesville, Montserrado
Liberia