



UNIVERSAL ACCESS FUND
BRIDGING THE COMMUNICATION GAP

Republic of Liberia

Universal Access Fund (UAF)
Menetamba Road, Cooper's Beach
Liberia Telecommunication Authority
Paynesville, Liberia

Job Title : ICT Officer

Background

The Universal Access Fund (UAF) was established out of the ICT policy of 2019- 2024 by the Government of Liberia to address the lack of services in areas that the market has proven to be deficient in meeting the communication needs of the people either due to lack of incentives or due to the lack of ability for end users to pay. Its provision is therefore need-based rather than being demand driven.

The Universal Access Fund (UAF) is seeking qualified and experienced individuals to apply for the position of **ICT OFFICER**. The ICT OFFICER will install, maintain and support the UAF's personal computer equipment, local and wide area networks. This includes PC and network equipment, software, and connections. This position also manages, monitors and reports on backup/recovery of network servers and critical systems. This position manages network security for all users including remote connections into the company network. This position prepares computer equipment and software for use, including software and hardware and user setup configuration. This position reports directly to the UAF Director.

YOUR MISSION

1.

Personal Computer Support:

- Installs, upgrades or modifies personal computers as required to meet business needs.
- Installs, updates and documents company approved software as required to meet business needs.
- Provides appropriate problem-solving support to company PC users.
- Interfaces with vendors/telecommunications providers as needed to ensure timely and complete service.
- Develops and achieves a high degree of competence in PC systems, approved software and associated network technology.

2. Network Support:

- Installs and maintains network hardware and software.
- Installs and maintains network and systems software.
- Works with vendors on support/service issues as required.

- Sets up and trains new network users.
- Responsible for applying and supporting network security as defined by company requirements.

3. Systems Backup and Recovery:

- Regular backups are made of appropriate company data on predefined schedules.
- Copies of data are sorted and archived per company procedures.
- Recovery procedures for company data are implemented and tested regularly.
- Network servers and critical system data are included in backups.

4. Miscellaneous:

- This position is able to take over the IT Manager duties for short periods of time when required.
- Other duties and responsibilities may be assigned as required.

YOUR PROFILE

QUALIFICATIONS & EXPERIENCE:

- 3-5 years plus experience in a PC network environment
- Proficient in desktop software and hardware systems
- WAN network experience preferred
- Telecommunication skills (plus)
- College degree in Computer Science or related area is preferred
- Certifications (A+, Network+, MCSE, CCNA, etc.) is a plus
- Strong problem-solving skills, able to handle multiple complex issues simultaneously
- Very detail oriented, good communication skills
- Excellent written and verbal communications skills
- Strong team player

Summary of Responsibilities:

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Areas of Responsibility:

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OTHER REQUIREMENTS:

- Honesty, Personal integrity and Confidentiality are a must.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to make convincing presentations
- Good working knowledge of Ms. Word, Power Point and Excel.

HOW TO APPLY:

Interested applicants are invited to send their applications and updated resumes to the following email addresses:

- gondaa577@gmail.com
- jl.monbo@universalaccessfund.com

The Subject of the email:

Deadline: February 21, 2026

