

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 34/2014
OPENING DATE: 07/24/2014
CLOSING DATE: 08/14/2014
POSITION TITLE: COMPUTER SYSTEMS ANALYST, FSN-10
WHO MAY APPLY: All Host Country Nationals
OFFICE: USAID/Central Asian Republics (CAR), Almaty, Kazakhstan

MAJOR DUTIES: The incumbent manages all computer installation, maintenance and modification, and advises the Systems Manager on technical system-related matters and functions as the primary source of information on local technical capabilities, with joint management responsibility for computer hardware and software for USAID/CAR. Under technical supervision from Systems Manager, and under general supervision of Supervisory Executive Officer, the incumbent specifically: 1) installs, troubleshoots, and maintains USAID telecommunications systems as well as computer and information system equipment; 2) performs data configuration, checks for security compliance, monitors Windows servers and Cisco equipment; 3) responsible for installation, updates/upgrades, maintenance and support of Agency-specific software and applications; 4) maintains the local LAN network site and wide area network equipment; 5) responsible for proper backup of USAID/CAR data; 6) assists in maintenance of voice communications' networks which includes Avaya PBX Mission telephone system; 7) responsible for constant and uninterrupted user support through IT Helpdesk system during business hours; 8) responsible for preparation of Scopes of Work, technical specifications and evaluations, management of local maintenance contracts and purchase orders; 9) keeps inventory of all mission software and licenses, hardware, training/reference materials and spare equipment/parts, tracks non-expendable IMS supplies; 10) assists in evaluation, selection, and provision of training on new products or services; prepares comprehensive systems' analyses; 11) sets up video conferences, prepares laptops for training sessions and for travelers; 12) other duties as assigned.

MINIMUM QUALIFICATIONS / SELECTION CRITERIA:

Education / Skills / Experience (70%) - Possession of a University degree in computer science, computer systems administration, engineering, or related field is required. A minimum of five years of progressively responsible work experience in system administration and utilization of advanced network systems as a Windows and Network Administrator is required. Prior work experience with an U.S. Government Agency and/or other international organizations is preferred. Microsoft Certified Systems Engineer (MCSE) and Cisco Certified Network Administration (CCNA) certification is preferred. The incumbent must have advanced administration knowledge in Windows Server operating system and Microsoft solutions such as MS Exchange and MS SQL, as well as in networking commands and troubleshooting techniques. Extensive technical and analytical IT skills are required.

Teamwork/Interpersonal/Communication Skills (20%) - Effective written and oral communications, tact, diplomacy and excellent interpersonal skills, ability to effectively work in a team environment and under pressure. Must be available for regular travel within Central Asia.

Language Skills (10%) - Level IV (Fluent) in both written and spoken English and Russian is required. and communication (oral and written) skills are critical.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Thursday, August 14, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.