INFORMATION MANAGEMENT SPECIALIST FSN-10/FP-5
VACANCY ANNOUNCEMENT 16/08/44

MAJOR DUTIES AND RESPONSIBILITIES

40% of Time – IT Operations Administration

- Supports the development and implementation of IT tactical plans for INL Lima. Develops and implements the IT operational plans. Evaluates and recommends the financial, material, organizational and human resources IT-related needs of INL Lima.

- Installs, maintains, and supports the user and core network services, computer systems, domain controllers, integrated communication solutions, sharing information services and others when required.

- Analyzes information to lead operational problem solving and decision making with high levels of confidence. Troubleshoots communications and computer systems issues to timely resolve the customer's ICT problems. Recommends alternative solutions and works well in groups to fix issues with logic, even when dealing with sensitive and complicated topics.

- Interfaces with IT vendors and providers as well as with the telecommunications carriers in order to resolve IT-related operational issues. Performs as the point of contact for the technical troubleshooting in the INL Lima IT platform.

- Supports development and implements the INL Lima IT platform's Information Security Plan and performs as the Information Security Officer (ISO)..

- Analyzes INL Lima IT platform systems requirements, recommends and designs the solutions based on, but not restricted to, hardware, software and telecommunications capabilities.

- Coordinates IT-related operations with direct and indirect support staff as well as with contractors, vendors and providers at the Forward Operating Bases (FOBs) and Locations (FOLs). Supports both onsite and remote IT-related activities at these country-wide locations.

- Trains INL staff in using both commercial and in-house-developed applications and tools as well as in information security related topics.

30% of Time – ICT and Hi-Tech Advisory's Assistance

- Supports INL Lima's Information and Communications Technology (ICT) and High Technology (Hi-Tech) platform. Stays abreast of current IT technologies and business solutions in order to help INL Lima obtain and implement state-of-the-art technology for its own use, or for donation as part of the bilateral assistance agreement with the government of Peru (GOP). Understands and applies all applicable laws and agency regulations governing the use of information technology in an Embassy and DOS facility. Assists in adapting INL IT needs to current conditions and regulations.

- Assists Program and Project Managers in designing and developing tactical plans to deploy the best technical solutions for the operational needs of GOP counterparts.

25% of Time – Project Management Support

- Provides knowledge of project management principles and processes to INL staff on matters related to major ICT and Hi-Tech initiatives sponsored by INL. Coordinates and facilitates INL project management functions to include strategic planning, scheduling, quality management, and customer satisfaction.

- Monitors status and progress of projects. Acts as an advisor to INL team functional members in resolving issues related to project management and planning of INL IT activities.

- Trains INL staff on project management best practices and techniques, as well as on requirements definition, quality assurance, testing, configuration, change and risk management; and related project management disciplines. Serves on committees considering INL-sponsored ICT and Hi-Tech project initiatives. Provides guidance to the committees on minor project issues that may impact their implementation.

5% of Time – Contracts Administration Assistance

- Performs as Contracting Officer Representative (COR) or Government Technical Monitor (GTM) with respect to subject matters within the scope of awarded contracts up to $250,000.

Receives from the Contracting Officer delegated authorization to coordinate with the contractor on all technical matters which may arise in the administration of the contract and to authorize payments when appropriate.