Vacancy Announcement
USAID│Burundi
Bujumbura, Burundi

Computer Management Assistant, FSN Grade 9
Grade Level: FSN-09
Vacancy Announcement: No. 2017-01
Opening Date: January 18, 2016
Closing Date: February 1st, 2017 at 12:00
Work Hours: Full-time; 40 hours/week

BASIC FUNCTIONS
The Computer Management Assistant is responsible for providing information technology support services to all USAID/Burundi staff. The Systems Office located in Bujumbura is a LAN installation consisting of 2 W2k3, 2 W2k8 servers with more than15 network nodes connected through cable concentrators using twisted pair architecture, 4-pair cables, and patch-blocks. The LAN installation serves as the communication backbone between the client workstations. The LAN applications include a dedicated telecommunications link with AID/W offices and other overseas posts with similar LAN installations or different platforms, thereby creating an agency worldwide Wide Area Network (WAN) through Windows 7 desktops and Exchange 2010 system. The other LAN applications include Microsoft Office 2010, Phoenix, ASIST, E2, WinTA, WebTA etc.   In support of this LAN installation, the Computer Management Assistant performs all phases of systems operations; software/hardware installation, troubleshooting and maintenance; applications development/programming; user support and training; ADP hardware/software inventory management; and/or any special project/assignment as and when the need arises.

REQUIRED QUALIFICATIONS:
Education: A Bachelor's Degree in computer science, information systems or equivalent field is required. **Work Experience:** At least four years performing progressively more responsible work of a program, technical, advisory, or administrative nature where emphasis is placed on analytical, judgmental, and expository abilities with respect to operation, management, analysis and programming, and utilization of computer systems is required. Exposure to Local Area Networking technology, and personal computers. Previous experience with various commercial software applications including word processing, database, spreadsheet, inventory management is highly recommended.
Language Proficiency: Written and oral fluency in English and French required

TO APPLY FOR THIS POSITION
The application form is available at http://burundi.usembassy.gov/employment-opportunities.html. Interested applicants for this position **must** submit the DS-174 application form and a current résumé or curriculum vitae that provides additional information.