



## Terms of Reference

### “UniPod Information Technology Officer”

#### University Innovation Pod (UniPod) - University of Liberia

Request for Application Publication Date: February 22, 2024

Deadline for Submission of Application: March 3, 2024

**Duration of the Assignment:** The assignment is expected to last for a duration of four (4) months beginning from the date of signing of the acceptance letter with possibility for extension.

#### About iCampus Liberia (iCampus)

iCampus is Liberia's first multidisciplinary, innovation, and community space for change-makers focusing on the intersection of technology, entrepreneurship and inclusion. A 4,000 square foot campus in the heart of Monrovia that provides the space, resources, support, and cutting-edge technologies that can make change possible in Liberia. To date, iCampus has hosted over 12,000 people, organized 200+ events, produced over 100 songs, short films, podcasts, and hosted 50+ organizations and public events for more 12,000 Liberians, on topics ranging from entrepreneurship and business development to web development, open data visualization, adaptive management, coding, and leadership. Through these initiatives, we have managed to expand to more people both in-person and virtually by building the tech and entrepreneurial capacities of urban and rural-based Liberians.

iCampus is partnering with UNDP, the University of Liberia and the Orange Digital Center to co-design, set-up, lead and manage the day-to-day operations of the UniPod Main Facility at LakeView Complex, Fendell Campus, University of Liberia which is a part of the new UNDP Africa Timbuktoo Initiative involving 12 countries (Benin, Guinea, Lesotho, Malawi, Mali, Rwanda, Sierra Leone, South Sudan, Togo, Uganda and Liberia).

It aims to encourage students in universities to engage in innovation and design thinking. The UniPod Project is multi-pronged and focuses on supporting and growing innovative, scalable, and impactful entrepreneurship by African young people, while relying on a springboard of partners who together contribute meaningfully to building an African youth innovation and start-up ecosystem. In Liberia, the UniPod will be hosted at the River View Complex, Fendall, University of Liberia. In addition, there is an Orange Digital Center in Congo Town in Monrovia that will feed into the UniPod at the University of Liberia.

#### Duties and Responsibilities

#### Objectives of the Services:

The main objective of iCampus is to co-design, set-up, lead and manage the day-to-day operations of the UniPod Main Facility at River View Complex, Fendall, University of Liberia. Some of the tasks for the firm will include, skills development for technical and financial management, installation of hardwares and software. Additionally, the firm will work closely with the University of Liberia Planning



and Institutional Development's VP Office, UNDP and Orange Digital Center Liberia on the design, maintenance, and procurement of facilities and equipment. As the lead technical partner, iCampus will be required to represent the UniPod to high-level donors, investors and government. iCampus is responsible to clearly articulate the UniPod's mission and effectively mobilize both internal and external resources towards achieving that mission.

iCampus is looking for **Information Technology (IT) Officer** to support implementation of the University Innovation Pod (UniPod) at the University of Liberia.

## **Responsibilities:**

### **I. Introduction:**

The University Innovation Pod IT Officer is responsible for providing technical support, strategic guidance, and innovation expertise to the university's innovation pod. The IT Officer plays a key role in leveraging technology to support and advance the pod's initiatives and projects.

### **Position Overview:**

The IT Officer will report to the Chief Executive Officer (CEO) of iCampus Liberia and UniPod Administrator and collaborate with other members of the innovation pod team. The role involves managing and implementing IT-related projects, providing technical support, and contributing to the strategic development of innovative solutions.

### **Key Responsibilities:**

The IT Officer's responsibilities include but are not limited to:

- a. Developing and implementing IT strategies that align with the innovation pod's objectives.
- b. Managing and maintaining IT infrastructure, including hardware, software, and network systems.
- c. Providing technical support to innovation pod members and stakeholders.
- d. Identifying and implementing innovative technologies to enhance the pod's operations and projects.
- e. Collaborating with external vendors and partners to source and implement IT solutions.
- f. Ensuring compliance with IT policies, security standards, and data protection regulations.
- g. Contributing to the development and execution of digital innovation projects within the pod.
- h. Conducting regular assessments of IT systems and proposing improvements or upgrades as necessary.
- i. Facilitating training and knowledge sharing on IT tools and best practices within the pod.

### **Qualifications and Skills:**

The ideal candidate for the IT Officer position should possess the following qualifications and skills:

- a. Bachelor's degree in Information Technology, Computer Science, or a related field.
- b. Proven experience in managing IT systems, preferably in an academic or research environment.
- c. Strong understanding of emerging technologies, innovation trends, and their potential applications in higher education.
- d. Excellent problem-solving and analytical skills with a keen interest in innovation and technology.
- e. Proficiency in project management, IT security, and risk management.
- f. Strong communication and interpersonal skills, with the ability to work effectively in a team environment.
- g. Relevant certifications in IT management and technology innovation will be an advantage.

**Reporting and Communication:**

The IT Officer will report directly to the Chief Executive Officer of iCampus Liberia and the Innovation Pod Administrator and will be expected to provide regular updates on IT-related activities and projects. The IT Officer will also collaborate closely with other members of the innovation pod team to ensure alignment with overall objectives.

**Performance Evaluation:**

The performance of the IT Officer will be evaluated based on key performance indicators related to IT project delivery, innovation impact, stakeholder satisfaction, and adherence to IT policies and standards.

**Duration and Remuneration:**

The IT Officer position is a full-time role with a competitive remuneration package commensurate with qualifications and experience. The initial contract duration will be specified in the employment offer.

This Terms of Reference document serves as a guide for the responsibilities, qualifications, and expectations for the University Innovation Pod IT Officer role and will be subject to review and updates as necessary.

**More about You:** you have a passion for entrepreneurship, design, technology and social change. You have experience supporting programs, building knowledge and supporting communities. You are incredibly detail oriented, organized and energetic. You have experience rolling up your sleeves and executing on deliverable with precision, and have a history working with international donors. You approach complex problems with flexibility, resourcefulness, and a positive attitude. You have a history of staring challenges in the face and driving teams toward timely, impactful solutions. You thrive in fast-paced environment where you can work independently, play a leadership role and interact with a variety of stakeholders. You see yourself as a sponge and jump at the opportunity to learn from and with your teammates.

**More about the Team:** We are all tied to a common goal of building the entrepreneurship ecosystem and ensuring that entrepreneurship and technology development is central to the process of development in Liberia. We embody our values of integrity, innovation, humility, practicality, and collaboration in all that we do. We strive to make iCampus the very best place to be in Liberia for people who are interested in learning, and adapting and improving what they do. We seek to invest in our people as much as we possibly can- with an emphasis on personal growth, integrity and collaboration.

**Duration:** March 15, 2024 to June 30, 2024.

**Location:** Montserrado County. You will work from UniPod facility at the University of Liberia Riverview complex at Fendall.

**How to Apply**

Resume and application letter should be submitted electronically to Mr. Luther Jeke, Chief Executive Officer at iCampus Liberia at [luther@icampus.io](mailto:luther@icampus.io) and cc Prof. Weade Kobah Bolay at [boleywk@ul.edu.lr](mailto:boleywk@ul.edu.lr)



**Key documents to include in application package include the following:**

- Letter of Application
- CV / Resume
- Three (3) Professional References