



**OMEGA**

Omega Insurance Company (OIC)  
5<sup>th</sup> Street, Sinkor (Tubman Boulevard)  
Monrovia, Liberia  
P.O. Box 260

## **Information Technology (IT) Manager**

### **Position Overview:**

Omega Insurance Company (OIC) is seeking to recruit a qualified and passionate Information Technology (IT) Manager. *The IT Manager supervises Omega's Insurance Company computer infrastructure and related areas of concern. The IT Manager manages network technology, IT security and the software platforms used by the company and may help establish data storage infrastructure and access protocols and rules within the company as well. Additionally, the IT manager also ensures all information for Omega Insurance Company confidentiality and security in a data fabric that unifies data management and allow consistency and control of data mobility.*

### **Essential Duties and Responsibilities:**

- Manage resources and processes required to design, plan, and support all information products and services for Omega
- Research and evaluate new technologies to be used as enhancements or upgrades to existing server, network, and other IT infrastructure equipment at main Office, Branches and other areas as needed.
- Select and manage antivirus software solutions
- Design systems that restricts browser activity across company-owned hardware and network
- Prepare, maintain and keep updated IT procedures and documentation related to our processes and platforms operations.
- Design, Install, configure and administer databases
- Set up LAN Network
- Website design and servicing
- Programming
- Supervise, hire, and train IT Department employees
- Routinely backup all data to online cloud storage
- Bachelor' Degree in Computer Science or related field
- Comprehensive understanding of network architecture and client/server technology
- Software development abilities preferred
- Strong problem solving and communication skills required
- Ensure information gets disseminated, but protected
- All other task as required for Information Technology purposes

**Education and Experience:**

- BSc in Information Technology or related field
- 7+ years' managerial experience in information technology, experience in Insurance business is a plus
- Served as team leads in IT database
- Technical knowledge of IT database, security or network technology.

Kindly submit all applications to [humanresources@omegalr.com](mailto:humanresources@omegalr.com) or drop a copy at our office at 5<sup>th</sup> Street, Sinkor opposite TOTAL filling station in Monrovia. Deadline for submission is March 31, 2018.