



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT FOR THE PARLIAMENT OF SIERRA LEONE JOB DESCRIPTION

ICT DEPARTMENT – JOB DESCRIPTION

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Location: OAU Drive, Tower Hill, Freetown

Reports To: Clerk of Parliament / Director of Administration

1. Purpose of the ICT Department

The ICT Department is responsible for planning, developing, implementing, and maintaining all information and communication technology systems within Parliament. It ensures efficient digital operations, secure data management, and supports legislative, administrative, and public engagement processes through modern technology.

2. Core Functions and Responsibilities

A. ICT Strategy & Governance

- Develop and implement Parliament's ICT strategy aligned with national digital transformation goals.
- Establish ICT policies, standards, and procedures.
- Ensure compliance with government ICT regulations and cybersecurity frameworks.
- Advise leadership on emerging technologies for legislative efficiency.

B. Systems & Infrastructure Management

- Manage all IT infrastructure (servers, networks, data centers, cloud systems).
- Ensure high availability, performance, and reliability of ICT systems.
- Oversee installation, configuration, and maintenance of hardware and software.
- Manage internet connectivity and secure network access.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

C. E-Parliament & Digital Services

- Design and manage **e-Parliament systems**, including:
 - Legislative management systems
 - Document management systems
 - Hansard and records digitization
- Maintain Parliament's official website and digital portals.
- Support virtual sittings, video conferencing, and hybrid sessions.

D. Cybersecurity & Data Protection

- Implement cybersecurity measures to protect parliamentary data.
- Monitor systems for threats, breaches, and vulnerabilities.
- Ensure secure storage, backup, and recovery of data.
- Develop disaster recovery and business continuity plans.

E. Technical Support & Helpdesk

- Provide IT support to Members of Parliament (MPs), staff, and committees.
- Troubleshoot hardware, software, and network issues.
- Manage ICT helpdesk services and user support systems.

F. Database & Information Management

- Develop and maintain databases for legislative records and administrative functions.
- Ensure data integrity, confidentiality, and accessibility.
- Support data analytics for policy and decision-making.

G. Training & Capacity Building

- Train MPs and staff on ICT tools and systems.
- Promote digital literacy within Parliament.
- Organize workshops on cybersecurity awareness and system usage.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

H. Procurement & Vendor Management

- Manage procurement of ICT equipment and services.
- Liaise with consultants, and service providers.
- Ensure value for money and compliance with procurement laws.

3. Strategic Importance

The ICT Department is critical in transforming Parliament into a **modern, transparent, and digitally-enabled legislature**, improving:

- Legislative efficiency
- Public access to information
- Transparency and accountability
- National governance systems

The ICT department has 17 staff, all male, 8-degree holders and 4 Master's degree holders, the department has five units, which are as follows: Hardware and electronics, Networking, Multimedia, Software and Cyber-Security unit. Our staffing designation ranges from ICT Officer, Senior ICT Officer, Principal Officer, Deputy Director and ICT Director.

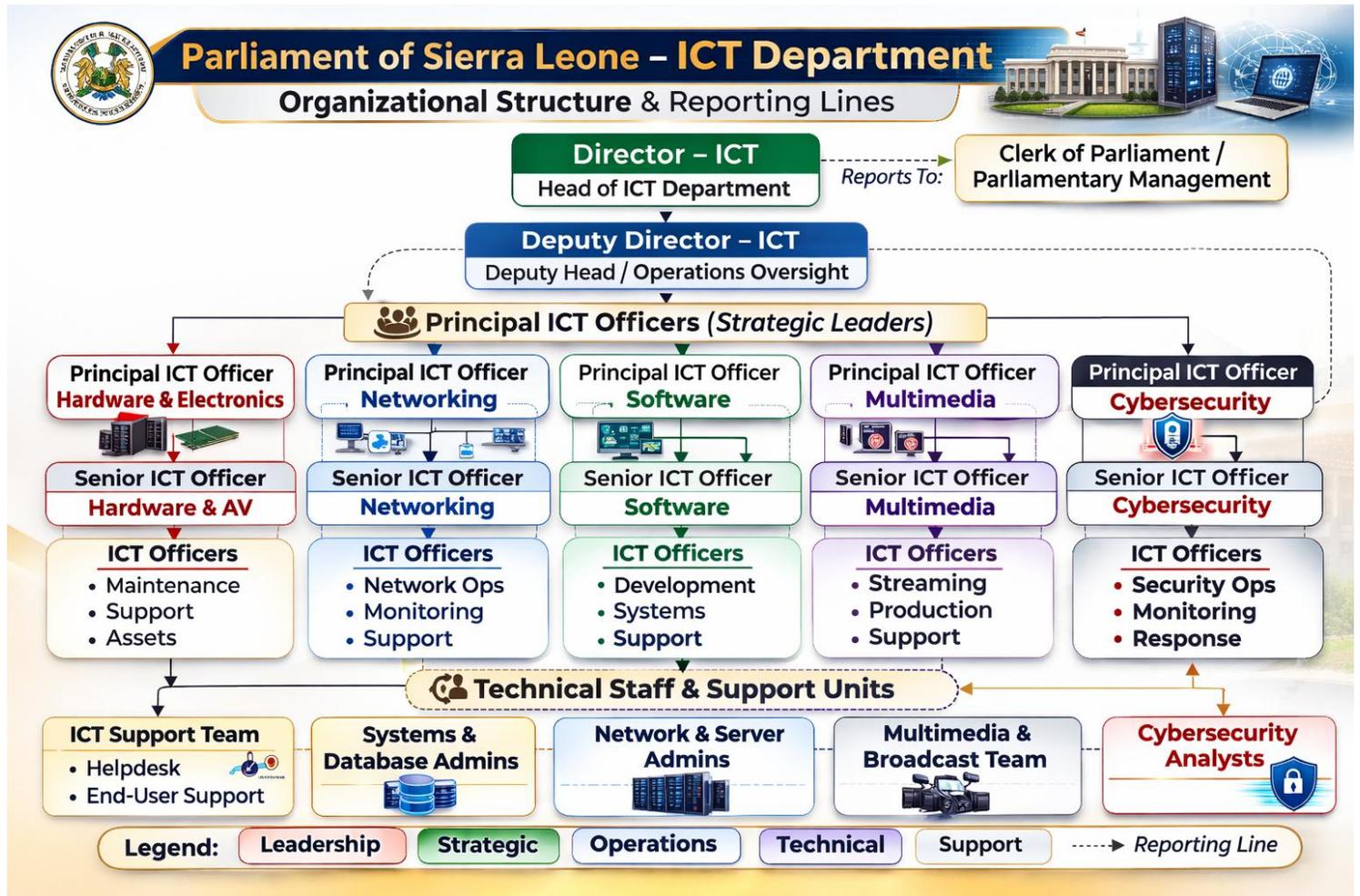
Here are the job descriptions for the following designations:



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

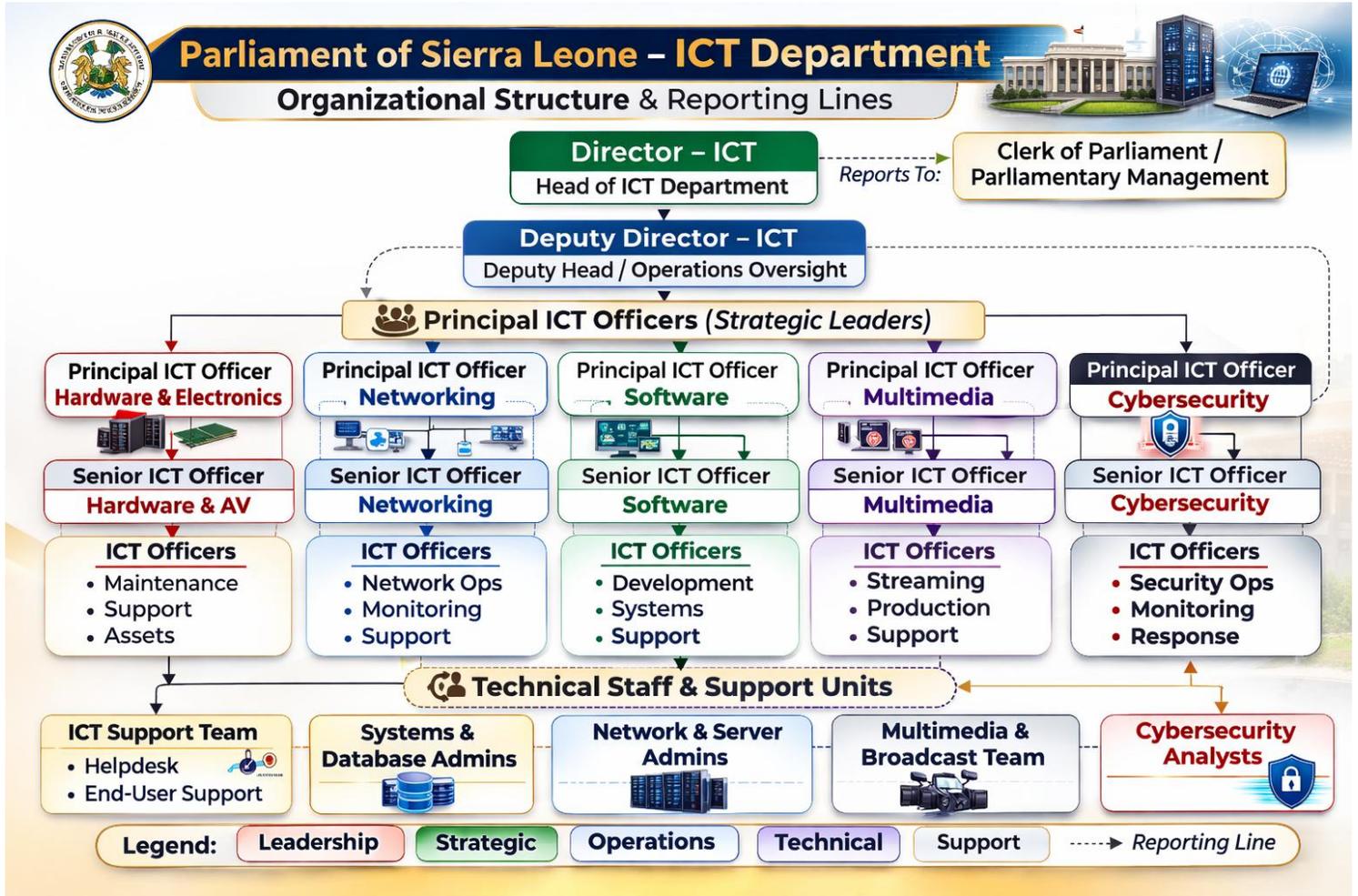
INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT ORGANOGRAM





PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl





PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

ORGANIZATIONAL STRUCTURE (ORGANOGRAM)

1. Director of ICT (Head of ICT Department)

Reports To: Clerk of Parliament / Parliamentary Management

Responsibilities:

- Overall strategic ICT leadership and governance
- Development and implementation of ICT policies
- Oversight of all ICT operations, projects, and digital transformation
- Liaison with external partners, government ICT authorities, and vendors

2. Deputy Director – ICT

Reports To: Director of ICT

Responsibilities:

- Assist Director in strategic planning and execution of ICT initiatives
- Supervise Principal and Senior ICT Officers
- Oversee day-to-day ICT operations, project delivery, and team performance
- Ensure compliance, cybersecurity, and operational efficiency

3. Principal ICT Officers (Strategic Leaders by Functional Units)

Reports To: Deputy Director – ICT

Roles & Responsibilities:

Role

Main Responsibilities

**Principal ICT Officer –
Hardware & Electronics**

Strategic management of servers, workstations, peripherals, AV & broadcast equipment, multimedia infrastructure, and system reliability

**Principal ICT Officer –
Networking**

Network architecture strategy (LAN, WAN, Wi-Fi, VPN), network security, redundancy, QoS, and connectivity for all parliamentary systems



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

Role	Main Responsibilities
Principal ICT Officer – Software	Enterprise and legislative system software strategy, development oversight, integration, secure coding standards, and innovation
Principal ICT Officer – Multimedia	Strategic leadership of AV systems, live streaming, broadcast, content management, and public engagement platforms
Principal ICT Officer – Cybersecurity	Cybersecurity strategy, risk management, incident response, security governance, SOC oversight, compliance, and team leadership

4. Senior ICT Officers (Operational Managers by Function)

Reports To: Corresponding Principal ICT Officer

Roles & Responsibilities:

Role	Main Responsibilities
Senior ICT Officer – Hardware & Electronics	Oversee hardware maintenance, AV operations, and technical support teams
Senior ICT Officer – Networking	Supervise network operations, monitoring, troubleshooting, and infrastructure upgrades
Senior ICT Officer – Software	Manage software development teams, application maintenance, integration, and deployment
Senior ICT Officer – Multimedia	Supervise multimedia production, live streaming, recording, and content management
Senior ICT Officer – Cybersecurity	Monitor security systems, detect incidents, coordinate response, enforce security policies

5. ICT Officers / Technical Staff (Execution Level)

Reports To: Senior ICT Officers

Roles & Responsibilities:



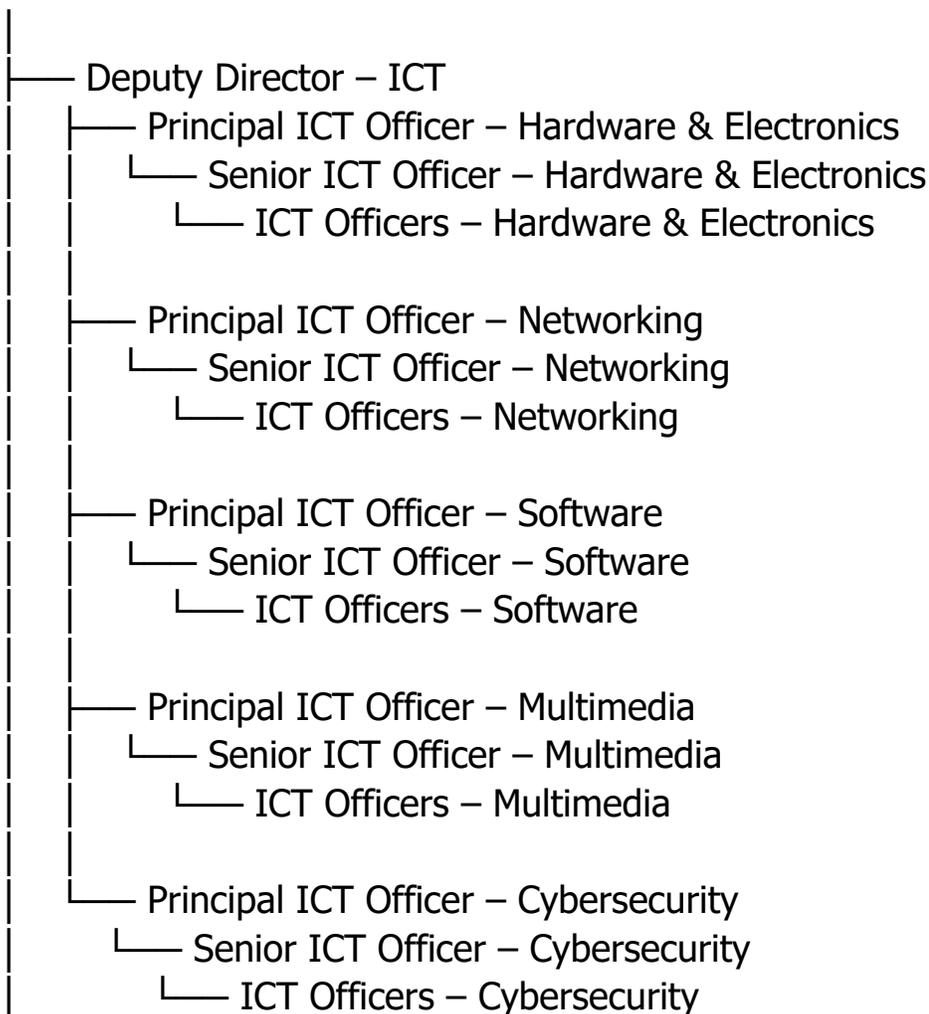
PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Execute daily operational tasks for hardware, software, network, multimedia, and cybersecurity
- Provide technical support to MPs, staff, and committees
- Maintain equipment, systems, and documentation
- Assist in project implementation and system upgrades
- Conduct troubleshooting, monitoring, and preventive maintenance

6. Reporting Lines (Hierarchy Overview)

Director – ICT





PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

7. Functional Overview

- **Director & Deputy Director:** Strategic leadership, policy, governance, and overall ICT management
- **Principal Officers:** Strategic planning and oversight for each ICT domain
- **Senior Officers:** Operational management, project execution, and team supervision
- **ICT Officers / Technical Staff:** Daily operations, maintenance, troubleshooting, and support

This structure ensures:

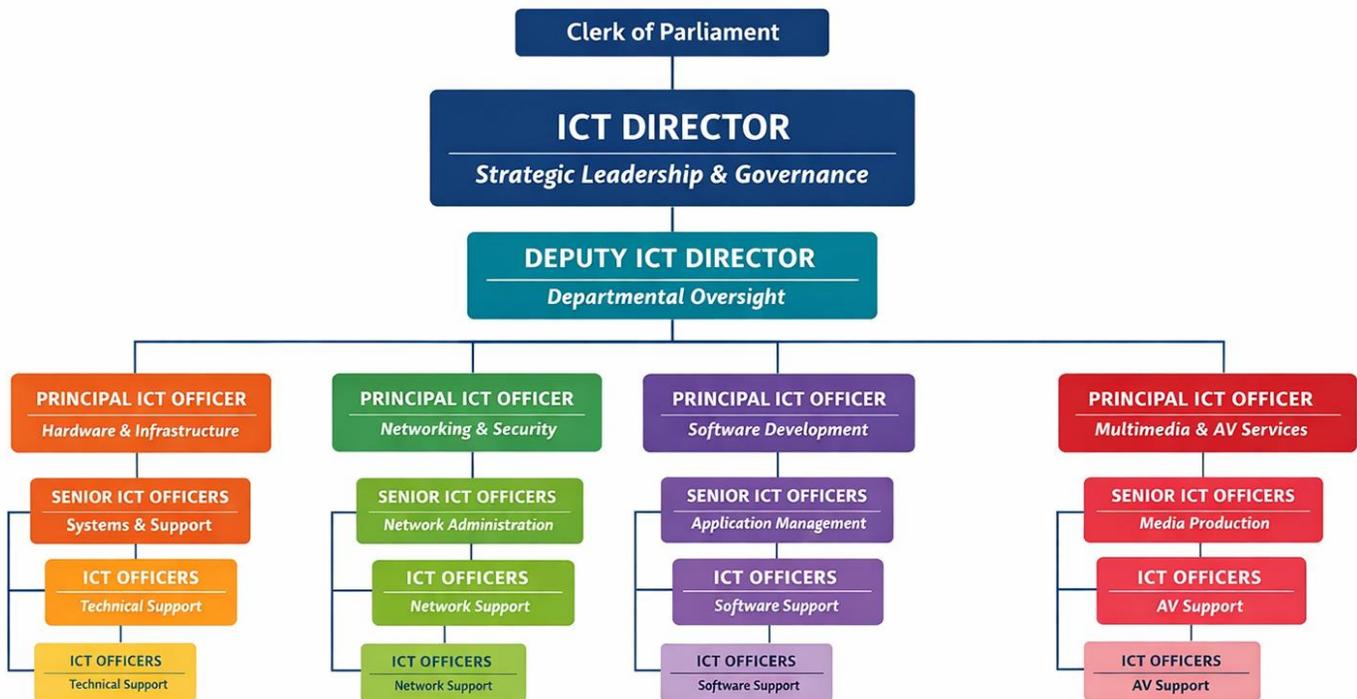
- Clear **reporting lines** from ICT Officers to Director
- Efficient **division of labor by ICT function**
- Strong **oversight, accountability, and operational efficiency**
- Capacity for **scalability and future e-Parliament initiatives**



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

EXECUTIVE ICT LEADERSHIP ORGANOGRAM WITH VISUAL REPORTING LINES AND FUNCTIONS



ICT DEPARTMENT LEADERSHIP STRUCTURE

PARLIAMENT OF SIERRA LEONE



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

JOB DESCRIPTION: ICT DIRECTOR – ICT DEPARTMENT

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Director – ICT

Location: OAU Drive, Tower Hill, Freetown, Parliament Building

Reports To: Clerk of Parliament / Parliamentary Management

1. Job Purpose

To provide **strategic leadership, management, and governance** for all ICT operations, systems, and services within Parliament. The ICT Director ensures that legislative, administrative, and e-Parliament services are **secure, efficient, and technologically advanced**, while driving digital transformation and innovation.

2. Key Duties and Responsibilities

A. Strategic ICT Leadership

- Develop and implement Parliament’s ICT strategy, aligned with national ICT policies and parliamentary goals.
- Define ICT governance frameworks, standards, policies, and procedures.
- Advise parliamentary management on ICT investments, emerging technologies, and digital innovation.

B. Departmental Management

- Oversee the ICT Department, including Deputy Director, Principal ICT Officers, Senior ICT Officers, and ICT technical staff.
- Ensure operational efficiency, project delivery, and budget compliance.
- Foster collaboration across ICT functions: Hardware, Networking, Software, Multimedia, and Cybersecurity.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

C. Project Planning & Implementation

- Lead major ICT projects, including software deployment, network upgrades, multimedia systems, and cybersecurity initiatives.
- Ensure projects meet quality, budget, and timeline requirements.
- Monitor project risks and implement mitigation strategies.

D. ICT systems security & Risk Management

- Ensure ICT systems comply with cybersecurity policies, national regulations, and best practices.
- Oversee disaster recovery, business continuity, and secure parliamentary operations.
- Coordinate with Principal ICT Officer (Cybersecurity) on threat intelligence and incident management.

E. Policy, Standards & Compliance

- Develop ICT policies, SOPs, and standard operating procedures for all systems.
- Ensure compliance with data protection, national ICT standards, ISO certifications, and parliamentary protocols.
- Maintain proper documentation for systems, processes, and ICT assets.

F. Team Leadership & Development

- Mentor and guide senior ICT staff and departmental teams.
- Promote professional development, innovation, and capacity building.
- Encourage cross-functional collaboration and knowledge sharing.

G. Stakeholder Engagement

- Act as the primary ICT advisor to parliamentary leadership and committees.
- Liaise with external ICT vendors, consultants, and government ICT authorities.
- Represent Parliament at ICT forums, workshops, and conferences.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

3. Qualifications and Experience

Education

- Master's degree preferred; Bachelor's degree required in:
 - Information Technology
 - Computer Science
 - Network/Systems Engineering
 - Software Engineering or related fields

Professional Certifications (Advantageous)

- ITIL Expert / ITIL Master
- PMP (Project Management Professional) or Prince2
- CISSP, CISM, or other cybersecurity certifications
- Cisco, Microsoft, or advanced ICT technology certifications

Experience

- Minimum 12–15 years of experience in ICT management, including leadership roles.
- Proven experience managing enterprise or government ICT systems.
- Strong experience in digital transformation, e-Governance, and ICT strategy implementation.
- Experience in legislative or public sector ICT is an advantage.

4. Key Competencies

- Strategic planning and visionary leadership
- ICT governance and project management
- Cybersecurity awareness and risk management
- Financial management and budget oversight
- Communication, negotiation, and stakeholder management
- Decision-making, problem-solving, and analytical skills
- Innovation and change management



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

5. Key Performance Indicators (KPIs)

- Successful execution of ICT strategy and projects
- System uptime, performance, and operational efficiency
- Security compliance and reduction of ICT incidents
- Staff performance, mentoring, and development outcomes
- Innovation adoption and ICT modernization

6. Working Conditions

- Office-based, with oversight of server rooms, network infrastructure, multimedia studios, and ICT operations
- On-call availability for critical ICT incidents
- Coordination with internal teams, external vendors, and national ICT authorities

7. Strategic Importance of the Role

The ICT Director ensures that the **Parliament of Sierra Leone**:

- Operates with **efficient, secure, and modern ICT systems**
- Supports **e-Parliament initiatives** and public digital engagement
- Maintains resilience and reliability of parliamentary ICT infrastructure
- Leads innovation, strategic ICT planning, and capacity building for the long-term growth of ICT services

JOB DESCRIPTION: DEPUTY DIRECTOR – ICT DEPARTMENT

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Deputy Director – ICT

Location: Freetown

Reports To: Director of ICT



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

1. Job Purpose

To assist the Director of ICT in **strategic planning, management, and oversight** of Parliament's ICT operations, ensuring **efficient, secure, and innovative ICT services** that support legislative, administrative, and e-Parliament initiatives. The Deputy Director leads the ICT team in operational execution, project delivery, and digital transformation.

2. Key Duties and Responsibilities

A. Strategic Leadership

- Assist in developing ICT strategies aligned with Parliament's vision and digital transformation goals.
- Support planning and implementation of ICT policies, procedures, and standards.
- Advise the Director of ICT on technology investments, innovation, and operational improvements.

B. Departmental Management

- Oversee day-to-day operations of the ICT department, including all Senior and Principal ICT Officers.
- Ensure effective coordination among Hardware, Networking, Software, Multimedia, and Cybersecurity teams.
- Monitor departmental performance, resource allocation, and adherence to timelines and budgets.

C. Project Oversight

- Supervise ICT projects from planning to implementation, ensuring alignment with organizational goals.
- Review project proposals, deliverables, and technical specifications.
- Ensure risk management, quality assurance, and compliance with ICT standards.

D. Team Leadership & Capacity Building



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Mentor, coach, and evaluate senior ICT staff and their teams.
- Facilitate professional development and training programs.
- Promote a culture of innovation, accountability, and technical excellence.

E. Cybersecurity & Risk Management

- Ensure that all ICT systems comply with cybersecurity policies, national regulations, and best practices.
- Collaborate with the Principal ICT Officer (Cybersecurity) to mitigate risks and manage incidents.
- Oversee disaster recovery, business continuity, and operational resilience planning.

F. Policy, Standards & Compliance

- Support the development and enforcement of ICT policies, SOPs, and governance frameworks.
- Ensure compliance with national ICT regulations, ISO standards, and parliamentary protocols.
- Maintain documentation for ICT operations, systems, and projects.

G. Stakeholder Engagement

- Liaise with Parliament management, MPs, committees, vendors, and external ICT partners.
- Facilitate communication between ICT teams and end-users to ensure effective service delivery.
- Represent the ICT department in strategic meetings, workshops, and national ICT initiatives.

3. Qualifications and Experience

Education

- Master's degree in:
 - Information Technology



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Computer Science
- Network/Systems Engineering
- Software Engineering or related field

Professional Certifications (Advantage)

- ITIL Foundation / Practitioner
- Project Management Professional (PMP) or Prince2
- Cisco, Microsoft, or relevant technology certifications
- Cybersecurity certifications (CISSP, CEH, Security+)

Experience

- Minimum 8–12 years in ICT management, including leadership roles.
- Proven experience overseeing enterprise or government ICT operations.
- Strong track record in project management, ICT strategy implementation, and team leadership.
- Experience in legislative or public sector ICT environments is advantageous.

4. Key Competencies

- Strategic thinking and planning
- Leadership, team management, and mentoring skills
- Project management and operational oversight
- Cybersecurity awareness and risk management
- Communication, negotiation, and stakeholder engagement
- Problem-solving and decision-making abilities
- Knowledge of ICT governance, compliance, and innovation trends

5. Key Performance Indicators (KPIs)

- Successful implementation of ICT strategy and projects
- Operational efficiency and uptime of ICT systems
- Staff performance, capacity building, and development outcomes



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Compliance with security, regulatory, and technical standards
- End-user satisfaction with ICT services
- Innovation and adoption of new technologies

6. Working Conditions

- Office-based with access to server rooms, networking infrastructure, and multimedia studios
- Occasional after-hours work for ICT incidents, deployments, or parliamentary events
- Coordination with internal teams, external vendors, and national ICT bodies

7. Strategic Importance of the Role

The Deputy Director – ICT ensures that the **Parliament of Sierra Leone:**

- Operates with **efficient, secure, and modern ICT systems**
- Has strong **technical leadership and operational continuity**
- Supports digital parliamentary initiatives, e-services, and public engagement platforms
- Builds capacity for sustainable ICT management and innovation

ICT OFFICER HARDWARE AND ELECTRONICS UNIT:

JOB DESCRIPTION: ICT OFFICER (HARDWARE & ELECTRONICS)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: ICT Officer – Hardware & Electronics

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Hardware and Electronics Unit

1. Job Purpose

To install, maintain, repair, and manage all ICT hardware and electronic systems within Parliament, ensuring reliable operation of computers, communication equipment,



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

audiovisual systems, and other electronic infrastructure that support legislative and administrative functions.

2. Key Duties and Responsibilities

A. Hardware Installation & Maintenance

- Install, configure, and maintain desktop computers, laptops, printers, scanners, and related peripherals.
- Perform routine preventive maintenance on ICT equipment.
- Diagnose and repair hardware faults and failures.
- Replace defective components such as power supplies, motherboards, RAM, and storage devices.

B. Electronics & AV Systems Management

- Maintain and support electronic systems used in parliamentary chambers, including:
 - Microphone and public address (PA) systems
 - Digital voting and conferencing systems
 - Audio-visual equipment (projectors, displays, recording systems)
- Ensure proper functioning during parliamentary sittings, committee meetings, and official events.

C. Equipment Inventory & Asset Management

- Maintain an up-to-date inventory of all ICT hardware and electronic equipment.
- Tag and track ICT assets across departments and offices.
- Prepare reports on equipment status, usage, and replacement needs.

D. Technical Support & Troubleshooting

- Provide first- and second-level support for hardware-related issues.
- Respond promptly to user complaints and service requests.
- Support Members of Parliament (MPs) and staff during sessions and official activities.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

E. Power & Backup Systems

- Maintain and monitor power backup systems including UPS units and inverters.
- Ensure protection of ICT equipment against power surges and outages.
- Coordinate with facilities management on electrical safety and equipment grounding.

F. Security & Safety

- Ensure physical security of ICT equipment.
- Implement basic hardware-level security controls.
- Adhere to safety standards in handling electronic equipment.

G. Procurement & Vendor Support

- Assist in specification and evaluation of ICT hardware and electronic equipment.
- Liaise with suppliers for maintenance, repairs, and warranty services.
- Support installation of newly procured equipment.

H. Documentation & Reporting

- Maintain records of repairs, maintenance schedules, and equipment logs.
- Prepare technical reports and recommendations for upgrades or replacements.
- Develop user guides for basic hardware usage where necessary.

3. Qualifications and Experience

Education

- Bachelor's degree in:
 - Computer Engineering
 - Electronics Engineering
 - Information Technology or related field

Professional Certifications (Advantage)



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- CompTIA A+
- Cisco (CCNA – basic hardware/network knowledge)
- Microsoft Certified (Hardware/IT Support)
- Any Electronics or Electrical certification

Experience

- Minimum of 2–5 years in ICT hardware maintenance and electronics support.
- Experience in public institutions or large organizations is an added advantage.

4. Key Competencies

- Strong troubleshooting and diagnostic skills
- Knowledge of computer hardware architecture
- Basic networking skills
- Understanding of electronic systems and AV equipment
- Ability to work under pressure (especially during parliamentary sittings)
- Good communication and customer service skills
- High level of integrity and accountability

5. Key Performance Indicators (KPIs)

- Equipment uptime and reliability
- Response and resolution time for hardware issues
- Preventive maintenance compliance rate
- User satisfaction levels
- Reduction in equipment downtime during parliamentary sessions

6. Working Conditions

- Office-based with frequent movement between offices and chambers
- Required to be present during parliamentary sittings and major events
- May involve lifting and installation of hardware equipment
- Occasional after-hours or emergency support



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

7. Strategic Importance of the Role

The ICT Officer (Hardware & Electronics) plays a critical role in ensuring uninterrupted parliamentary operations by maintaining the physical and electronic infrastructure that supports:

- Legislative proceedings
- Communication systems
- Digital transformation initiatives (e-Parliament)

JOB DESCRIPTION: ICT OFFICER (NETWORKING)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: ICT Officer – Networking

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Networking Unit

1. Job Purpose

To design, implement, maintain, and secure the Parliament's network infrastructure, ensuring reliable, high-speed, and secure connectivity to support legislative processes, administrative operations, and digital parliamentary services.

2. Key Duties and Responsibilities

A. Network Design & Implementation

- Assist in the design and deployment of LAN, WAN, and wireless networks within Parliament.
- Install, configure, and maintain network devices including routers, switches, firewalls, and wireless access points.
- Support structured cabling systems and network expansion projects.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

B. Network Administration & Maintenance

- Monitor network performance, availability, and reliability.
- Perform routine maintenance and upgrades of network systems.
- Ensure optimal bandwidth usage and system efficiency.

C. Network Security

- Implement and enforce network security policies and controls.
- Configure firewalls, VPNs, intrusion detection/prevention systems.
- Monitor network traffic for suspicious activity and respond to security incidents.

D. Internet & Connectivity Management

- Manage internet services and ISP relationships.
- Ensure stable and secure internet connectivity for all parliamentary users.
- Troubleshoot connectivity issues affecting users and systems.

E. Wireless Network Management

- Configure and manage secure Wi-Fi networks for MPs, staff, and guests.
- Ensure appropriate access controls and segmentation of networks.

F. User Support & Troubleshooting

- Provide technical support for network-related issues.
- Diagnose and resolve connectivity and performance problems.
- Support video conferencing and virtual parliamentary sessions.

G. Network Documentation & Reporting

- Maintain updated network diagrams and documentation.
- Record network configurations, changes, and incidents.
- Prepare performance and security reports for management.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

H. Backup & Disaster Recovery

- Support network-related disaster recovery planning.
- Ensure redundancy and failover mechanisms are in place.
- Participate in testing of business continuity plans.

I. Collaboration & Vendor Management

- Work with other ICT staff (hardware, systems, software teams).
- Liaise with vendors and service providers for network solutions and support.
- Assist in procurement and evaluation of networking equipment.

3. Qualifications and Experience

Education

- Bachelor's degree in:
 - Computer Science
 - Information Technology
 - Network Engineering or related field

Professional Certifications (Highly Desirable)

- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network Professional (CCNP) – advantage
- CompTIA Network+
- Certified Information Systems Security Professional (CISSP) – advantage

Experience

- Minimum of 2–5 years of experience in network administration or engineering.
- Experience in large organizations, government institutions, or enterprise networks is preferred.

4. Key Competencies

- Strong knowledge of networking protocols (TCP/IP, DNS, DHCP, VPN)



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Network troubleshooting and diagnostic skills
- Understanding of cybersecurity principles
- Ability to configure and manage network devices
- Analytical and problem-solving skills
- Ability to work under pressure, especially during parliamentary sittings
- Good communication and teamwork skills

5. Key Performance Indicators (KPIs)

- Network uptime and availability
- Speed of issue resolution (MTTR)
- Network security incident reduction
- User satisfaction with network services
- Successful implementation of network upgrades

6. Working Conditions

- Office-based with access to server rooms and network infrastructure areas
- May require after-hours work for maintenance or system upgrades
- On-call support during parliamentary sittings and critical events

7. Strategic Importance of the Role

The ICT Officer (Networking) is vital to ensuring seamless communication and digital operations within Parliament, supporting:

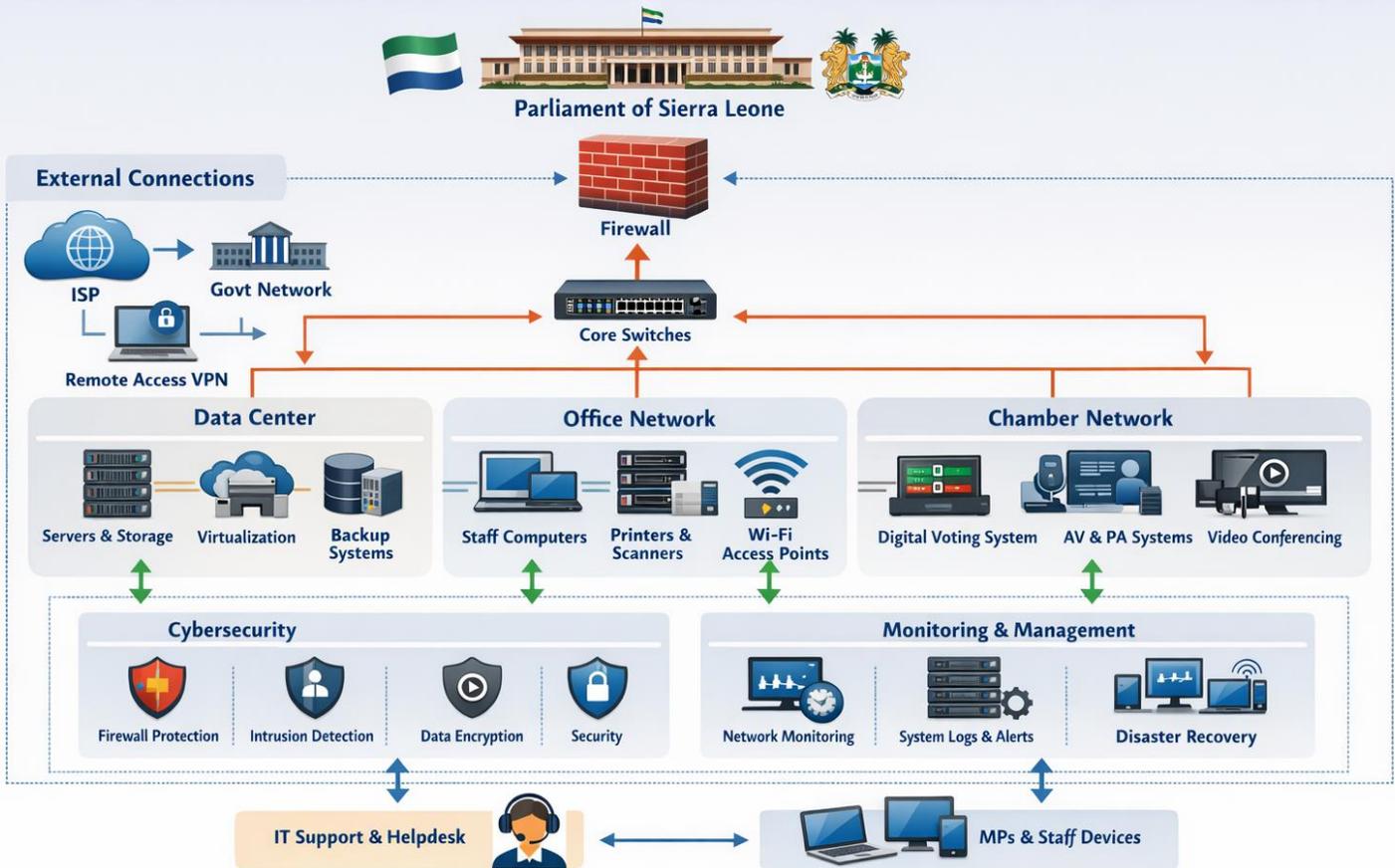
- Real-time legislative processes
- Secure communication systems
- E-Parliament services and digital transformation
- Connectivity for Members of Parliament (MPs), staff, and stakeholders



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

Parliament Network Architecture





PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

JOB DESCRIPTION: ICT OFFICER (MULTIMEDIA UNIT)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: ICT Officer – Multimedia

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Multimedia Unit

1. Job Purpose

To manage, produce, and support all multimedia, audiovisual, and digital communication systems within Parliament, ensuring high-quality broadcasting, recording, and dissemination of parliamentary proceedings and public information.

2. Key Duties and Responsibilities

A. Audiovisual (AV) Systems Management

- Operate and maintain audiovisual equipment in the parliamentary chamber and committee rooms.
- Manage microphones, sound systems, digital mixers, cameras, and display systems.
- Ensure seamless AV support during parliamentary sittings, hearings, and official events.

B. Live Streaming & Broadcasting

- Coordinate and manage live streaming of parliamentary sessions on official platforms.
- Operate video switching, encoding, and streaming equipment.
- Ensure high-quality audio and video output for public broadcast and archival purposes.

C. Video Production & Editing



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Record parliamentary proceedings, interviews, and official events.
- Edit video content for news releases, documentation, and public awareness.
- Produce documentaries, highlights, and educational content on parliamentary activities.

D. Digital Content Creation

- Develop multimedia content including graphics, animations, infographics, and presentations.
- Support Parliament’s website and social media platforms with visual content.
- Ensure consistent branding and professional presentation of all digital materials.

E. Chamber Technology Support

- Support digital voting systems, display boards, and presentation systems.
- Assist in integrating multimedia with e-Parliament platforms.
- Ensure proper synchronization of audio, video, and digital systems.

F. Equipment Maintenance & Troubleshooting

- Perform routine maintenance and troubleshooting of multimedia equipment.
- Ensure proper setup and dismantling of AV systems for events.
- Maintain inventory of multimedia and broadcasting equipment.

G. Archiving & Records Management

- Manage digital archives of parliamentary sessions (audio and video).
- Ensure proper storage, backup, and retrieval of multimedia files.
- Support Hansard and documentation teams with recorded materials.

H. User Support & Training

- Provide technical support to MPs and staff for multimedia presentations.
- Train staff on use of AV equipment and digital presentation tools.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

I. Collaboration & Vendor Management

- Work closely with ICT, communications, and media departments.
- Liaise with external broadcasters, media houses, and service providers.
- Support procurement and installation of multimedia systems.

3. Qualifications and Experience

Education

- Bachelor's degree or Diploma in:
 - Multimedia Technology
 - Film Production
 - Broadcast Engineering
 - Information Technology or related field

Professional Certifications (Advantage)

- Certification in Video Editing (Adobe Premiere Pro, Final Cut Pro)
- AV Systems or Broadcast Technology certification
- Graphic design tools (Adobe Creative Suite, Canva, etc.)

Experience

- Minimum of 2–5 years in multimedia production, broadcasting, or AV support.
- Experience in live event production or broadcasting is highly desirable.
- Experience working in government or institutional settings is an added advantage.

4. Key Competencies

- Strong audiovisual and video production skills
- Proficiency in video editing and graphic design software
- Knowledge of live streaming technologies
- Creativity and attention to detail



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Ability to work under pressure during live parliamentary sessions
- Good communication and teamwork skills
- Strong organizational and time management skills

5. Key Performance Indicators (KPIs)

- Quality of live broadcasts and recordings
- Uptime and reliability of AV systems
- Timeliness of content production and delivery
- User satisfaction (MPs, staff, public viewers)
- Efficiency in archiving and retrieval of multimedia content

6. Working Conditions

- Based in chamber, studios, and ICT offices
- Required during parliamentary sittings, committee meetings, and events
- May involve evening or weekend work during special sessions
- Fast-paced environment with real-time production demands

7. Strategic Importance of the Role

The ICT Officer (Multimedia) is essential in promoting **transparency, public engagement, and digital communication** by:

- Broadcasting parliamentary proceedings to citizens
- Enhancing public access to legislative activities
- Supporting digital transformation and e-Parliament initiatives
- Strengthening Parliament's media and communication presence

JOB DESCRIPTION: ICT OFFICER (SOFTWARE)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: ICT Officer – Software



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Software Unit

1. Job Purpose

To design, develop, implement, and maintain software systems and applications that support parliamentary operations, including legislative management, document processing, digital services, and e-Parliament initiatives.

2. Key Duties and Responsibilities

A. Software Development & Implementation

- Design, develop, and deploy custom software applications for Parliament.
- Support development of **e-Parliament systems**, including:
 - Legislative Management System (LMS)
 - Document Management System (DMS)
 - Digital voting and committee systems
- Write clean, scalable, and secure code following best practices.

B. Systems Integration

- Integrate various parliamentary systems (e.g., website, databases, streaming platforms).
- Develop APIs and middleware for data exchange between systems.
- Ensure seamless interoperability across ICT platforms.

C. Application Maintenance & Support

- Maintain and update existing software applications.
- Troubleshoot and resolve software-related issues.
- Ensure high availability and performance of applications.

D. Database Development & Management

- Design and manage databases supporting applications.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Optimize queries and ensure efficient data retrieval.
- Ensure data integrity, security, and backup procedures.

E. User Support & Training

- Provide technical support for software applications.
- Train MPs and staff on usage of digital systems.
- Develop user manuals and documentation.

F. Cybersecurity & Data Protection

- Implement secure coding practices.
- Ensure applications comply with data protection standards.
- Conduct vulnerability testing and patch management.

G. Web & Digital Platforms Management

- Develop and maintain Parliament's official website and portals.
- Ensure mobile-friendly and accessible platforms.
- Support online services such as petitions, public submissions, and information access.

H. Testing & Quality Assurance

- Conduct system testing (unit, integration, user acceptance testing).
- Debug and fix software defects.
- Ensure systems meet functional and performance requirements.

I. Documentation & Reporting

- Document system architecture, code, and workflows.
- Maintain version control and change logs.
- Provide technical reports and recommendations.

J. Collaboration & Innovation



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Work with ICT teams (network, hardware, multimedia) for integrated solutions.
- Research and recommend new technologies for digital transformation.
- Support innovation in e-governance and legislative technology.

3. Qualifications and Experience

Education

- Bachelor's degree in:
 - Computer Science
 - Software Engineering
 - Information Systems
 - or related field

Professional Certifications (Advantage)

- Microsoft Certified (Azure / .NET)
- Oracle / MySQL Database Certification
- AWS Certified Developer
- Agile/Scrum Certification

Technical Skills

- Programming languages: Java, Python, PHP, C#, JavaScript
- Web technologies: HTML, CSS, React, Angular
- Databases: MySQL, PostgreSQL, SQL Server
- Frameworks: Laravel, Django, .NET
- Version control: Git
- API development and integration

Experience

- Minimum of 2–5 years in software development or systems analysis.
- Experience in government or enterprise systems is an advantage.
- Experience with document management or workflow systems is desirable.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

4. Key Competencies

- Strong analytical and problem-solving skills
- Attention to detail and code quality
- Ability to manage multiple projects
- Good communication and teamwork skills
- Understanding of public sector processes
- High level of integrity and confidentiality

5. Key Performance Indicators (KPIs)

- System uptime and reliability
- Number of successfully deployed applications
- Bug resolution time
- User satisfaction levels
- Security vulnerabilities addressed
- Timely delivery of projects

6. Working Conditions

- Office-based environment
- Occasional extended hours during system deployments or parliamentary sessions
- Collaboration with multiple departments and stakeholders

7. Strategic Importance of the Role

The ICT Officer (Software) is critical to transforming Parliament into a **digitally-driven institution**, enabling:

- Efficient legislative processes
- Digital record management (Hansard, bills, motions)
- Public access to parliamentary information
- Integration of e-Parliament services
- Improved transparency and governance



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

8. Key Systems Managed

- Legislative Management System (LMS)
- Document Management System (DMS)
- Parliament Website & Portals
- Digital Voting System
- Public Engagement Platforms

JOB DESCRIPTION: ICT OFFICER (CYBERSECURITY)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: ICT Officer – Cybersecurity

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Cyber-Security Unit

1. Job Purpose

To protect Parliament's digital infrastructure, networks, and information systems from cyber threats, ensuring secure, reliable, and compliant ICT operations that support legislative and administrative functions.

2. Key Duties and Responsibilities

A. Security Policy & Governance

- Develop, implement, and maintain ICT security policies and procedures.
- Ensure compliance with national ICT regulations and international cybersecurity standards.
- Advise Parliament leadership on security risks and mitigation strategies.

B. Network & System Security



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Monitor, detect, and respond to cyber threats on all network and ICT systems.
- Configure and maintain firewalls, VPNs, intrusion detection/prevention systems (IDS/IPS).
- Implement network segmentation, access control, and secure authentication mechanisms.

C. Endpoint & Application Security

- Implement antivirus, antimalware, and endpoint protection solutions.
- Ensure secure configuration of servers, workstations, and devices.
- Perform vulnerability assessments and patch management.

D. Incident Response & Threat Management

- Detect, analyze, and respond to security incidents.
- Maintain incident response plans and lead investigations when breaches occur.
- Conduct forensic analysis for cyber incidents and report findings.

E. Risk Assessment & Compliance

- Conduct regular risk assessments and penetration testing.
- Evaluate new technologies for security implications.
- Ensure compliance with data protection and privacy standards.

F. Security Awareness & Training

- Educate MPs, staff, and ICT teams on cybersecurity best practices.
- Develop training materials and conduct workshops to prevent phishing, malware, and social engineering attacks.

G. Monitoring & Reporting

- Maintain security monitoring tools (SIEM systems, intrusion alerts).
- Produce regular security reports for management.
- Recommend improvements to policies, systems, and controls.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

H. Collaboration

- Work with ICT teams (network, software, multimedia) to ensure end-to-end security.
- Liaise with national cybersecurity authorities, ISPs, and external auditors.

3. Qualifications and Experience

Education

- Bachelor's degree in:
 - Cybersecurity
 - Computer Science
 - Information Technology
 - Network Security or related field

Professional Certifications (Highly Desirable)

- CompTIA Security+
- Certified Information Systems Security Professional (CISSP)
- Certified Ethical Hacker (CEH)
- Cisco CyberOps / CCNA Security
- ISO 27001 Lead Implementer / Auditor

Experience

- Minimum of 2–5 years in cybersecurity, network security, or ICT security operations.
- Experience in government, enterprise, or institutional environments is advantageous.
- Experience in incident response, monitoring, and compliance audits.

4. Key Competencies

- Strong analytical and problem-solving skills



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Knowledge of network protocols, firewalls, and security appliances
- Vulnerability assessment and penetration testing skills
- Awareness of cybersecurity laws and regulations
- Communication and training skills
- Ability to work under pressure during security incidents
- High integrity and confidentiality

5. Key Performance Indicators (KPIs)

- Number of security incidents detected and mitigated
- Compliance with ICT security policies and standards
- Speed of response to cyber threats
- Security awareness of staff and MPs
- System uptime and integrity

6. Working Conditions

- Office-based, primarily in server rooms and ICT offices
- On-call support for critical security events or parliamentary sessions
- Occasional after-hours or emergency work during incidents

7. Strategic Importance of the Role

The ICT Officer (Cybersecurity) is critical in ensuring that the **Parliament of Sierra Leone** operates in a **secure digital environment**, safeguarding:

- Sensitive legislative information and records
- Digital communications of MPs and staff
- Public trust and transparency through secure e-Parliament systems
- Compliance with national cybersecurity standards

8. Key Systems Managed

- Firewall and VPN systems
- Endpoint protection (computers, servers, mobile devices)



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Network monitoring (SIEM)
- Cloud and on-premise applications
- E-Parliament and document management systems

JOB DESCRIPTION: SENIOR ICT OFFICER (HARDWARE & ELECTRONICS)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Senior ICT Officer – Hardware & Electronics

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Hardware and Electronics Unit

1. Job Purpose

To lead, manage, and maintain all hardware, electronic, and technical systems in Parliament, ensuring **high availability, reliability, and performance** of ICT infrastructure across chambers, offices, and multimedia systems.

2. Key Duties and Responsibilities

A. Hardware Management & Maintenance

- Oversee installation, configuration, and maintenance of servers, computers, laptops, and peripheral devices.
- Monitor system performance and troubleshoot hardware faults.
- Implement preventive maintenance schedules for ICT hardware.

B. Electronics & AV Systems Leadership

- Manage all audiovisual (AV) and electronic equipment, including microphones, digital voting systems, PA systems, and display boards.
- Supervise the installation, calibration, and maintenance of electronic systems in the Parliament chamber, committee rooms, and conference areas.
- Ensure optimal functioning of broadcast and multimedia hardware for live streaming and recordings.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

C. Inventory & Procurement Management

- Maintain an up-to-date inventory of all ICT hardware and electronic devices.
- Evaluate procurement requests and participate in the acquisition of new hardware.
- Liaise with vendors and service providers for maintenance contracts.

D. Technical Leadership & Supervision

- Supervise and mentor ICT hardware and electronics officers/technicians.
- Develop technical guidelines and standard operating procedures (SOPs).
- Provide leadership in system upgrades, testing, and deployment projects.

E. Security & Compliance

- Ensure hardware systems comply with security standards and policies.
- Implement measures to protect against hardware tampering, theft, or unauthorized access.
- Support ICT cybersecurity initiatives by securing endpoints and critical electronics.

F. Troubleshooting & Support

- Lead incident resolution for hardware or electronic failures.
- Provide technical support for parliamentary events, conferences, and live broadcasts.
- Ensure minimal disruption to legislative and administrative operations.

G. Documentation & Reporting

- Maintain detailed logs of hardware installations, repairs, and maintenance activities.
- Prepare regular reports on system health, capacity planning, and operational issues.
- Assist in budgeting for ICT hardware and electronics requirements.

3. Qualifications and Experience



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

Education

- Bachelor's degree or higher in:
 - Electrical/Electronics Engineering
 - Computer Engineering
 - Information Technology
 - Related technical field

Professional Certifications (Advantage)

- Cisco Certified Network Associate (CCNA)
- CompTIA A+, Server+, or equivalent
- Certified AV Technician
- Microsoft Certified: Modern Desktop Administrator

Experience

- Minimum 5–8 years in ICT hardware and electronics management.
- Experience in government, enterprise, or institutional ICT infrastructure.
- Experience in managing AV systems, broadcast electronics, and multimedia hardware.
- Proven experience in supervising technical teams.

4. Key Competencies

- Strong knowledge of computer hardware, servers, and electronics systems
- Expertise in AV systems, multimedia equipment, and broadcast hardware
- Leadership and team management skills
- Problem-solving and analytical skills
- Good communication and collaboration skills
- Planning and organizational skills
- Attention to detail and accuracy

5. Key Performance Indicators (KPIs)



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Uptime and availability of hardware and electronic systems
- Response time to hardware/electronics incidents
- Accuracy and completeness of hardware inventory
- Successful implementation of hardware projects and upgrades
- Staff training and supervision effectiveness
- Compliance with security and operational standards

6. Working Conditions

- Office and chamber environment
- Occasional after-hours or weekend work for system upgrades or parliamentary events
- Supervision of installation, maintenance, and troubleshooting activities

7. Strategic Importance of the Role

The Senior ICT Officer (Hardware & Electronics) ensures that the **Parliament of Sierra Leone** has:

- Reliable and secure ICT infrastructure
- Fully functional AV and electronic systems for parliamentary sessions
- Efficient, uninterrupted digital and administrative operations
- A technically skilled and supervised ICT hardware team

JOB DESCRIPTION: SENIOR ICT OFFICER (NETWORKING)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Senior ICT Officer – Networking

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Networking Unit

1. Job Purpose



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

To lead the design, implementation, management, and security of all network infrastructure within Parliament, ensuring **high availability, reliability, performance, and security** of ICT networks for chambers, offices, multimedia systems, and e-Parliament services.

2. Key Duties and Responsibilities

A. Network Architecture & Design

- Design and implement scalable and secure network infrastructure for Parliament.
- Plan for LAN, WAN, Wi-Fi, VLANs, VPNs, and internet connectivity.
- Ensure integration with ICT systems, multimedia, and broadcast infrastructure.

B. Network Operations & Management

- Maintain high availability of all network devices including switches, routers, firewalls, and access points.
- Monitor network performance, traffic, and capacity.
- Troubleshoot network issues and minimize downtime.

C. Security & Compliance

- Implement network security measures including firewalls, IDS/IPS, and VPNs.
- Ensure compliance with national ICT regulations and internal security policies.
- Collaborate with the Cybersecurity Officer to safeguard sensitive parliamentary data.

D. Multimedia & Broadcast Networking

- Ensure reliable network connectivity for live streaming, video conferencing, and digital voting systems.
- Configure and maintain QoS (Quality of Service) for multimedia traffic.
- Support integration of networked audiovisual systems.

E. Team Leadership & Supervision

- Supervise ICT Networking Officers and technical staff.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Develop procedures, guidelines, and best practices for network management.
- Train staff on network policies, troubleshooting, and security awareness.

F. Network Upgrades & Innovation

- Recommend and implement network upgrades and enhancements.
- Evaluate new network technologies (fiber, wireless, SD-WAN) for Parliament.
- Plan for redundancy, disaster recovery, and high availability.

G. Documentation & Reporting

- Maintain detailed network topology diagrams and configuration documentation.
- Prepare periodic reports on network performance, incidents, and capacity.
- Keep an updated inventory of all network devices.

3. Qualifications and Experience

Education

- Bachelor's degree in:
 - Computer Science
 - Network Engineering
 - Information Technology
 - Telecommunications or related field

Professional Certifications (Advantage)

- Cisco Certified Network Professional (CCNP) or CCIE
- CompTIA Network+ / Security+
- Certified Wireless Network Professional (CWNP)
- VMware / Cloud Networking Certifications

Experience

- Minimum 5–8 years in network administration and management.
- Experience in enterprise or government network environments.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Hands-on experience with LAN, WAN, VPN, firewalls, wireless, and SD-WAN solutions.
- Experience managing network teams and projects.

4. Key Competencies

- Strong technical knowledge of networking protocols, routing, and switching
- Expertise in network security and monitoring tools
- Analytical and problem-solving skills
- Leadership, team management, and communication skills
- Planning, project management, and organizational abilities
- Ability to work under pressure during critical network incidents

5. Key Performance Indicators (KPIs)

- Network uptime and availability
- Response time to network incidents
- Successful implementation of network upgrades and projects
- Security compliance and threat mitigation
- Staff performance and training effectiveness

6. Working Conditions

- Office-based with access to server rooms and network equipment
- On-call support for critical network incidents or parliamentary sessions
- Occasional after-hours work for maintenance, upgrades, or live events

7. Strategic Importance of the Role

The Senior ICT Officer (Networking) ensures that the **Parliament of Sierra Leone** has:

- Reliable, secure, and high-performance networks for legislative and administrative operations
- Seamless connectivity for multimedia, live streaming, and digital platforms
- Supervised technical teams ensuring effective ICT operations



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- A foundation for future digital transformation and e-Parliament initiatives

JOB DESCRIPTION: SENIOR ICT OFFICER (SOFTWARE)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Senior ICT Officer – Software

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Software Unit

1. Job Purpose

To lead the design, development, implementation, and maintenance of software applications that support Parliament's operations, ensuring **efficient, secure, and scalable systems** for legislative management, digital services, and e-Parliament initiatives.

2. Key Duties and Responsibilities

A. Software Development Leadership

- Lead the design, development, and deployment of software applications for Parliament.
- Ensure software projects align with Parliament's digital transformation goals.
- Maintain high standards of **code quality, security, and performance**.

B. Systems Integration

- Lead integration of various systems (Legislative Management, Document Management, Multimedia, e-services).
- Develop APIs, middleware, and connectors for seamless interoperability.
- Ensure smooth integration with external platforms, such as public portals and cloud services.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

C. Application Maintenance & Support

- Oversee maintenance and updates for existing software systems.
- Implement automated monitoring and alerting for critical applications.
- Troubleshoot and resolve complex software issues.

D. Database & Data Management

- Lead database design, management, and optimization.
- Ensure data integrity, backup, and recovery strategies.
- Implement secure storage and access control policies.

E. Software Security

- Ensure secure coding standards are applied across all applications.
- Conduct code reviews, vulnerability assessments, and penetration testing.
- Collaborate with the Cybersecurity Officer to mitigate risks.

F. Project Management & Team Leadership

- Supervise software officers and developers.
- Plan software development projects, timelines, and deliverables.
- Mentor junior developers and provide technical guidance.

G. User Support & Training

- Coordinate training for MPs and staff on new software systems.
- Develop documentation, user manuals, and standard operating procedures.
- Provide guidance on best practices and software usage.

H. Innovation & Research

- Identify emerging software technologies applicable to legislative processes.
- Recommend enhancements or new applications to improve efficiency and transparency.
- Lead pilot projects for innovative ICT solutions.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

3. Qualifications and Experience

Education

- Bachelor's or Master's degree in:
 - Computer Science
 - Software Engineering
 - Information Systems
 - Related field

Professional Certifications (Advantage)

- Microsoft Certified: Azure / .NET
- AWS Certified Developer
- Agile/Scrum Certification
- Oracle / MySQL Database Certification

Experience

- Minimum 5–8 years in software development, preferably in enterprise or government systems.
- Experience with legislative or document management systems is an advantage.
- Experience supervising development teams and managing software projects.

4. Key Competencies

- Proficiency in programming languages: Java, Python, C#, PHP, JavaScript
- Expertise in databases: MySQL, PostgreSQL, SQL Server
- Strong knowledge of software development frameworks (Laravel, Django, .NET, React)
- Project management and team leadership skills
- Analytical, problem-solving, and decision-making skills



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Excellent communication and documentation abilities
- Knowledge of cybersecurity best practices

5. Key Performance Indicators (KPIs)

- Successful deployment of software systems
- Application uptime and performance metrics
- Resolution time for software incidents
- Quality of code and system security
- Staff training effectiveness and adoption rate
- Timely delivery of software projects

6. Working Conditions

- Office-based, primarily in ICT department
- Occasional after-hours work for software deployment or support during parliamentary sessions
- Collaboration with multiple departments, including Multimedia, Networking, and Cybersecurity

7. Strategic Importance of the Role

The Senior ICT Officer (Software) ensures that the **Parliament of Sierra Leone** can:

- Operate digitally through **efficient, secure, and integrated applications**
- Support legislative processes via **document management, e-voting, and e-Parliament systems**
- Maintain operational continuity and **secure management of legislative data**
- Foster **innovation in parliamentary ICT services**



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

JOB DESCRIPTION: SENIOR ICT OFFICER (MULTIMEDIA)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Senior ICT Officer – Multimedia

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Multimedia Unit

1. Job Purpose

To lead, manage, and maintain all multimedia, audiovisual (AV), and broadcasting systems within Parliament, ensuring **high-quality recording, live streaming, and digital content delivery** for parliamentary proceedings, events, and public engagement.

2. Key Duties and Responsibilities

A. Multimedia & Broadcast System Management

- Lead the design, installation, operation, and maintenance of AV systems including cameras, microphones, PA systems, video walls, and chamber displays.
- Oversee broadcast infrastructure for live streaming, video conferencing, and multimedia production.
- Ensure optimal quality, reliability, and synchronization of all multimedia outputs.

B. Live Streaming & Digital Content Delivery

- Manage live streaming of parliamentary sessions to web portals, social media, and national broadcast channels.
- Coordinate recording, editing, and archiving of parliamentary sessions and events.
- Ensure content is accessible, secure, and compliant with privacy policies.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

C. Multimedia Network Integration

- Collaborate with Networking Officers to ensure reliable, secure, and high-performance connectivity for all AV systems.
- Implement QoS (Quality of Service) for multimedia traffic to avoid disruptions.
- Support integration with document management, voting, and other digital systems.

D. Team Leadership & Supervision

- Supervise Multimedia Officers, technicians, and interns.
- Develop training programs, operational SOPs, and maintenance guidelines.
- Mentor staff to improve technical expertise and operational efficiency.

E. Project Planning & Implementation

- Plan multimedia upgrades, chamber enhancements, and new broadcast initiatives.
- Evaluate and recommend hardware and software for AV and digital content systems.
- Manage vendor relations for procurement, installation, and service contracts.

F. Troubleshooting & Technical Support

- Provide rapid response to AV and multimedia incidents during parliamentary sessions.
- Troubleshoot hardware, software, and network issues affecting broadcast quality.
- Conduct routine testing and preventive maintenance.

G. Documentation & Reporting

- Maintain comprehensive documentation of multimedia systems, workflows, and configurations.
- Prepare reports on system performance, usage statistics, and project outcomes.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Track multimedia inventory, maintenance schedules, and service contracts.

H. Innovation & Research

- Explore emerging technologies in broadcasting, streaming, and digital content management.
- Recommend and implement innovative multimedia solutions for Parliament.
- Support initiatives for e-Parliament and public engagement platforms.

3. Qualifications and Experience

Education

- Bachelor's degree in:
 - Multimedia Technology / Digital Media
 - Broadcast Engineering / Electronics
 - Information Technology or related field

Professional Certifications (Advantage)

- Certified Broadcast Networking Technologist (CBNT)
- Avid, Adobe Premiere, or Final Cut Pro Certification
- AVIXA Certified Technology Specialist (CTS)
- Cisco / Network certification for AV over IP

Experience

- Minimum 5–8 years of experience in multimedia, broadcasting, and AV system management.
- Proven experience in live streaming, digital content production, and broadcast systems.
- Experience in supervising teams and coordinating technical projects.
- Experience in government or institutional settings is an advantage.

4. Key Competencies



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Expert knowledge of AV systems, cameras, microphones, display technologies, and broadcast equipment
- Strong understanding of streaming protocols (RTMP, HLS, MPEG-DASH)
- Knowledge of video and audio editing, encoding, and compression
- Leadership, mentoring, and team management skills
- Analytical and troubleshooting abilities
- Communication, planning, and organizational skills
- Knowledge of ICT security practices for multimedia systems

5. Key Performance Indicators (KPIs)

- Reliability and uptime of multimedia and broadcast systems
- Quality of live streaming and recorded content
- Response time to multimedia incidents during sessions
- Successful implementation of upgrades and projects
- Staff training and development effectiveness
- Compliance with technical and security standards

6. Working Conditions

- Office, chamber, and broadcast studio environments
- Occasional after-hours or weekend work during live events or system upgrades
- Supervision of installation, maintenance, and live streaming operations

7. Strategic Importance of the Role

The Senior ICT Officer (Multimedia) ensures that the **Parliament of Sierra Leone:**

- Has **high-quality live streaming and broadcast capabilities**
- Provides seamless multimedia support for parliamentary sessions and events
- Maintains **secure and reliable AV infrastructure**
- Supports public engagement and transparency through digital media
- Enables a **modern, digitally-enabled Parliament**



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

JOB DESCRIPTION: SENIOR ICT OFFICER (CYBERSECURITY)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Senior ICT Officer – Cybersecurity

Location: OAU Drive, Tower Hill, Freetown

Reports To: Head of Cyber Security Unit

1. Job Purpose

To lead, manage, and implement comprehensive cybersecurity strategies that protect Parliament's ICT infrastructure, systems, applications, and data, ensuring **confidentiality, integrity, and availability** of critical legislative operations.

2. Key Duties and Responsibilities

A. Cybersecurity Leadership

- Develop and enforce cybersecurity policies, procedures, and standards for Parliament.
- Lead risk assessments, security audits, and compliance initiatives.
- Advise ICT leadership and Parliament management on cybersecurity threats and mitigation strategies.

B. Network and System Security

- Oversee firewall, IDS/IPS, VPN, and endpoint security systems.
- Implement network segmentation, access control, and secure authentication measures.
- Ensure secure configuration and maintenance of servers, databases, and applications.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

C. Threat Monitoring and Incident Response

- Establish and manage a Security Operations Center (SOC) or monitoring system.
- Detect, analyze, and respond to cybersecurity incidents in real-time.
- Lead investigations, forensic analysis, and remediation actions for cyber incidents.

D. Policy, Compliance & Governance

- Ensure ICT systems comply with national cybersecurity laws, ISO 27001, and other standards.
- Maintain up-to-date documentation on threats, vulnerabilities, and mitigation strategies.
- Conduct regular security training for MPs and staff.

E. Risk Management

- Conduct vulnerability assessments and penetration testing.
- Identify emerging threats and recommend proactive security measures.
- Implement disaster recovery and business continuity plans for cybersecurity events.

F. Team Leadership & Development

- Supervise cybersecurity officers and technical staff.
- Assign responsibilities and provide guidance during incident response and security projects.
- Mentor staff and build capacity in cybersecurity best practices.

G. Collaboration

- Work closely with Networking, Software, Multimedia, and Hardware teams to ensure end-to-end security.
- Liaise with national cybersecurity authorities, law enforcement, and external consultants.
- Coordinate third-party audits, penetration tests, and security assessments.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

3. Qualifications and Experience

Education

- Bachelor's or Master's degree in:
 - Cybersecurity
 - Computer Science
 - Information Technology
 - Network Security or related field

Professional Certifications (Highly Desirable)

- CISSP (Certified Information Systems Security Professional)
- CEH (Certified Ethical Hacker)
- CompTIA Security+
- Cisco CCNP Security or CyberOps
- ISO 27001 Lead Implementer / Auditor

Experience

- Minimum 5–8 years in cybersecurity or ICT security leadership roles.
- Experience managing cybersecurity teams, SOCs, or enterprise security projects.
- Experience in government, enterprise, or critical infrastructure cybersecurity preferred.
- Proven record in incident response, threat management, and policy implementation.

4. Key Competencies

- Deep technical knowledge of network security, endpoint protection, and application security
- Incident detection, investigation, and response expertise
- Risk assessment and compliance management
- Analytical thinking and problem-solving skills
- Leadership and team management
- Strong communication and reporting skills



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- High integrity, confidentiality, and accountability

5. Key Performance Indicators (KPIs)

- Reduction in cybersecurity incidents and breaches
- Compliance with national and international security standards
- Incident response time and resolution effectiveness
- Security awareness levels among MPs and staff
- Successful implementation of security upgrades and policies
- Operational resilience of ICT systems

6. Working Conditions

- Office-based and server/network room supervision
- On-call availability for cybersecurity incidents
- May require after-hours or weekend work for critical incident response
- Collaboration with multiple internal and external stakeholders

7. Strategic Importance of the Role

The Senior ICT Officer (Cybersecurity) ensures that the **Parliament of Sierra Leone:**

- Protects sensitive legislative data and ICT systems from cyber threats
- Maintains uninterrupted parliamentary operations
- Supports public trust and transparency via secure e-Parliament systems
- Builds ICT security capacity for future digital transformation

JOB DESCRIPTION: PRINCIPAL ICT OFFICER (HARDWARE & ELECTRONICS)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Principal ICT Officer – Hardware & Electronics

Location: OAU Drive, Tower Hill, Freetown

Reports To: Deputy Director of ICT



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

1. Job Purpose

To provide **strategic leadership, oversight, and management** of all hardware, electronic, and technical systems in Parliament. This role ensures **high availability, security, and operational excellence** of ICT infrastructure and electronic systems supporting legislative and administrative operations.

2. Key Duties and Responsibilities

A. Strategic Hardware & Electronics Leadership

- Provide high-level leadership for ICT hardware, electronics, and AV systems.
- Develop long-term hardware strategy aligned with Parliament’s digital transformation goals.
- Evaluate and approve major hardware acquisitions, upgrades, and lifecycle management.

B. Systems & Infrastructure Oversight

- Oversee all servers, workstations, networking devices, and peripheral systems.
- Supervise installation, maintenance, and preventive measures for ICT hardware.
- Ensure uninterrupted power supply, redundancy, and system reliability.

C. Multimedia & AV Systems Leadership

- Provide strategic direction for audiovisual (AV) systems, including microphones, voting systems, PA systems, display boards, and broadcast equipment.
- Ensure optimal performance, integration, and security of multimedia systems.
- Approve and oversee live streaming and recording infrastructure for parliamentary proceedings.

D. Team Leadership & Capacity Building



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Supervise Senior ICT Officers, technical staff, and technicians under hardware and electronics functions.
- Develop technical standards, procedures, and training programs.
- Mentor staff to enhance technical competency and operational efficiency.

E. Security & Compliance

- Ensure hardware and electronics systems comply with cybersecurity policies and national ICT regulations.
- Protect critical systems against tampering, theft, and unauthorized access.
- Collaborate with Cybersecurity Officers to implement secure hardware practices.

F. Project Management & Innovation

- Lead major hardware, electronics, and AV projects from planning to implementation.
- Evaluate emerging technologies and recommend innovative solutions for legislative ICT infrastructure.
- Ensure projects are delivered on time, within budget, and meet quality standards.

G. Documentation & Reporting

- Maintain high-level documentation for all ICT hardware and electronics systems.
- Produce reports on system health, performance, upgrades, and inventory.
- Provide recommendations for budgeting and procurement plans.

3. Qualifications and Experience

Education

- Bachelor's or Master's degree in:
 - Electrical / Electronics Engineering
 - Computer Engineering
 - Information Technology or related technical field



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

Professional Certifications (Advantage)

- Cisco Certified Network Associate (CCNA) or Professional (CCNP)
- CompTIA A+, Server+, or equivalent hardware certifications
- AVIXA Certified Technology Specialist (CTS)
- Microsoft / ITIL certifications for hardware management

Experience

- Minimum 8–12 years in ICT hardware and electronics management, including leadership roles.
- Proven experience in managing enterprise or government ICT infrastructure.
- Hands-on experience with AV systems, broadcast electronics, and multimedia hardware.
- Experience leading technical teams and large-scale ICT projects.

4. Key Competencies

- Strategic planning and leadership skills
- Expertise in computer hardware, servers, AV, and broadcast systems
- Project management and team supervision
- Problem-solving and decision-making capabilities
- Communication, negotiation, and stakeholder engagement skills
- Attention to detail and operational efficiency

5. Key Performance Indicators (KPIs)

- Uptime and reliability of hardware and electronic systems
- Successful execution of hardware/AV projects
- Staff development and team performance
- Compliance with security and operational standards
- Accuracy of hardware inventory and maintenance logs
- Cost-effective procurement and lifecycle management



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

6. Working Conditions

- Office, chamber, server room, and multimedia studio environments
- Occasional after-hours work for maintenance, events, or emergencies
- Supervision of installation, maintenance, and troubleshooting activities

7. Strategic Importance of the Role

The Principal ICT Officer (Hardware & Electronics) ensures that the **Parliament of Sierra Leone**:

- Operates with **reliable, secure, and cutting-edge ICT infrastructure**
- Has fully functional AV and multimedia systems for legislative proceedings
- Maintains **technically skilled teams** capable of supporting critical operations
- Supports **digital transformation and e-Parliament initiatives**

JOB DESCRIPTION: PRINCIPAL ICT OFFICER (NETWORKING)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Principal ICT Officer – Networking

Location: OAU Drive, Tower Hill, Freetown

Reports To: Deputy Director of ICT

1. Job Purpose

To provide **strategic leadership and management** of all network infrastructure within Parliament, ensuring **secure, reliable, high-performance networks** that support legislative operations, multimedia systems, and e-Parliament initiatives.

2. Key Duties and Responsibilities

A. Network Strategy & Design

- Lead the design, implementation, and evolution of Parliament's network architecture (LAN, WAN, VPN, Wi-Fi, VLANs).
- Develop strategic plans for network upgrades, expansion, and modernization.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Ensure network infrastructure aligns with digital transformation objectives.

B. Network Operations & Oversight

- Oversee operation and maintenance of all networking equipment (routers, switches, firewalls, access points).
- Monitor network performance, traffic, and reliability.
- Implement redundancy, failover, and high-availability solutions.

C. Network Security & Compliance

- Ensure networks comply with cybersecurity policies, ISO 27001, and national ICT regulations.
- Implement advanced security measures (firewalls, IDS/IPS, VPNs, access controls).
- Collaborate with Cybersecurity Officers to mitigate network-based threats.

D. Multimedia & Systems Integration

- Support integration of networks with AV, multimedia, software, and broadcast systems.
- Implement QoS (Quality of Service) for critical applications, including live streaming and e-Parliament services.
- Ensure seamless and secure connectivity for internal and remote users.

E. Team Leadership & Capacity Building

- Supervise Senior Networking Officers and technical staff.
- Establish standard operating procedures (SOPs) for network management.
- Mentor and train staff on network technologies, troubleshooting, and security practices.

F. Project Management & Innovation

- Lead network infrastructure projects from planning to deployment.
- Evaluate emerging network technologies (fiber, SD-WAN, wireless) for Parliament.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Ensure projects are completed on time, within budget, and meet quality standards.

G. Documentation & Reporting

- Maintain detailed network topology diagrams, configuration documentation, and inventory records.
- Prepare reports on network performance, incidents, and projects.
- Provide recommendations for network planning, budgeting, and upgrades.

3. Qualifications and Experience

Education

- Bachelor's or Master's degree in:
 - Network Engineering
 - Computer Science
 - Information Technology
 - Telecommunications or related field

Professional Certifications (Advantage)

- Cisco Certified Network Professional (CCNP) or CCIE
- CompTIA Network+ / Security+
- Certified Wireless Network Professional (CWNP)
- Cloud Networking or SD-WAN certifications

Experience

- Minimum 8–12 years in networking, including leadership roles.
- Extensive experience with LAN, WAN, wireless, VPN, and enterprise network security.
- Experience managing network teams and large-scale network projects.
- Experience in government or institutional ICT environments is preferred.

4. Key Competencies



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Strategic network planning and leadership
- Strong knowledge of networking protocols, routing, switching, and security
- Project management and team supervision
- Analytical and problem-solving skills
- Communication and stakeholder engagement
- Planning, budgeting, and organizational skills

5. Key Performance Indicators (KPIs)

- Network uptime, performance, and reliability
- Successful completion of network projects and upgrades
- Security compliance and mitigation of network threats
- Staff training and development outcomes
- Accuracy of network documentation and inventory

6. Working Conditions

- Office, server rooms, and networking closets
- On-call support for network incidents or critical parliamentary sessions
- Occasional after-hours work for upgrades, maintenance, or live events

7. Strategic Importance of the Role

The Principal ICT Officer (Networking) ensures that the **Parliament of Sierra Leone:**

- Operates with **reliable, secure, and high-performance networks**
- Supports **multimedia, broadcast, and e-Parliament services**
- Maintains **skilled technical teams** capable of supporting critical ICT infrastructure
- Enables **digital transformation and modern legislative ICT services**

JOB DESCRIPTION: PRINCIPAL ICT OFFICER (SOFTWARE)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Principal ICT Officer – Software



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

Location: OAU Drive, Tower Hill, Freetown

Reports To: Deputy Director of ICT

1. Job Purpose

To provide **strategic leadership, oversight, and management** of all software development, integration, and maintenance activities within Parliament, ensuring **secure, efficient, and scalable applications** that support legislative, administrative, and digital services.

2. Key Duties and Responsibilities

A. Software Strategy & Leadership

- Develop the overall software strategy aligned with Parliament’s digital transformation objectives.
- Approve major software projects, application architectures, and development standards.
- Ensure software initiatives support operational efficiency, transparency, and e-Parliament services.

B. Software Development & Integration Oversight

- Oversee design, development, deployment, and maintenance of legislative management systems, document management systems, e-services, and internal applications.
- Ensure integration with networks, multimedia systems, and external platforms.
- Approve use of development frameworks, coding standards, and software tools.

C. Security & Compliance

- Enforce secure coding practices and software security policies.
- Ensure all applications comply with national ICT regulations, ISO 27001, and cybersecurity standards.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Conduct code reviews, vulnerability assessments, and penetration testing in collaboration with the Cybersecurity team.

D. Team Leadership & Capacity Building

- Supervise Senior ICT Software Officers, developers, and application support staff.
- Mentor and build the capacity of software development teams.
- Establish SOPs, best practices, and knowledge management processes.

E. Project Management

- Lead major software projects from planning to implementation, ensuring delivery on time, within scope, and on budget.
- Evaluate and recommend emerging software technologies to enhance parliamentary operations.
- Coordinate software procurement, licensing, and vendor management.

F. Documentation & Reporting

- Maintain high-level documentation of system architectures, databases, APIs, and integrations.
- Produce regular reports on software projects, system performance, and operational risks.
- Provide recommendations for budgeting, resource allocation, and technology upgrades.

G. Innovation & Research

- Identify and implement innovative software solutions for parliamentary processes and public engagement.
- Lead pilot projects for e-Parliament platforms and digital services.
- Evaluate technology trends to support modern legislative operations.

3. Qualifications and Experience



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

Education

- Bachelor's or Master's degree in:
 - Computer Science
 - Software Engineering
 - Information Systems or related field

Professional Certifications (Advantage)

- Microsoft Certified: Azure / .NET
- AWS Certified Developer
- Agile / Scrum Master Certification
- Database certifications (Oracle, MySQL, PostgreSQL)

Experience

- Minimum 8–12 years in software development and IT project management, including leadership roles.
- Proven experience managing software development teams and enterprise software projects.
- Experience with legislative or document management systems is an advantage.
- Strong background in secure software design and integration.

4. Key Competencies

- Advanced knowledge of programming languages (Java, Python, C#, PHP, JavaScript)
- Expertise in databases, APIs, and software integration
- Leadership, mentoring, and team management skills
- Strategic thinking and problem-solving abilities
- Communication, project management, and stakeholder engagement skills
- Knowledge of cybersecurity principles in software development

5. Key Performance Indicators (KPIs)



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Timely and successful delivery of software projects
- Application uptime, reliability, and performance
- Security compliance of all software systems
- Staff training, development, and team effectiveness
- Adoption rate and usability of deployed applications

6. Working Conditions

- Office-based with access to server rooms and development environments
- Occasional after-hours or weekend work for system deployments
- Collaboration with Networking, Multimedia, Hardware, and Cybersecurity teams

7. Strategic Importance of the Role

The Principal ICT Officer (Software) ensures that the **Parliament of Sierra Leone:**

- Operates with **secure, efficient, and integrated software systems**
- Supports digital legislative operations and e-Parliament initiatives
- Maintains operational continuity of legislative and administrative systems
- Leads software innovation and modernization for Parliament

JOB DESCRIPTION: PRINCIPAL ICT OFFICER (MULTIMEDIA)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Principal ICT Officer – Multimedia

Location: OAU Drive, Tower Hill, Freetown

Reports To: Deputy Director of ICT

1. Job Purpose

To provide **strategic leadership and oversight** of all multimedia, audiovisual (AV), and broadcasting systems within Parliament, ensuring **high-quality digital content, live streaming, and broadcast services** that support legislative proceedings, public engagement, and e-Parliament initiatives.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

2. Key Duties and Responsibilities

A. Multimedia & Broadcast Strategy

- Develop and implement the overall multimedia and broadcasting strategy aligned with Parliament’s digital transformation goals.
- Approve procurement, upgrades, and deployment of AV and broadcast equipment.
- Ensure integration of multimedia systems with ICT, networking, and software platforms.

B. Operations & Oversight

- Oversee operation and maintenance of all AV and multimedia systems, including cameras, microphones, PA systems, video walls, and display screens.
- Supervise live streaming, video conferencing, and recording of parliamentary sessions and events.
- Ensure optimal quality, reliability, and availability of multimedia services.

C. Security & Compliance

- Ensure multimedia systems comply with cybersecurity policies, data privacy regulations, and ICT standards.
- Collaborate with Cybersecurity Officers to secure streaming servers and broadcast networks.
- Implement access controls and monitoring for multimedia systems.

D. Team Leadership & Development

- Supervise Senior Multimedia Officers, technicians, and support staff.
- Develop operational procedures, SOPs, and training programs for multimedia teams.
- Mentor staff to enhance technical skills and operational efficiency.

E. Project Management & Innovation

- Lead multimedia and broadcast projects from planning to implementation.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Evaluate emerging multimedia and AV technologies for Parliament use.
- Ensure projects meet quality, budgetary, and timeline requirements.

F. Content Management & Public Engagement

- Oversee editing, archiving, and management of recorded parliamentary content.
- Ensure content is accessible, secure, and aligned with transparency initiatives.
- Support dissemination of live streams and digital content to official channels.

G. Documentation & Reporting

- Maintain documentation for all multimedia systems, workflows, and configurations.
- Produce reports on system performance, project implementation, and staff development.
- Track multimedia inventory, maintenance schedules, and service contracts.

3. Qualifications and Experience

Education

- Bachelor's or Master's degree in:
 - Multimedia Technology / Digital Media
 - Broadcast Engineering / Electronics
 - Information Technology or related field

Professional Certifications (Advantage)

- AVIXA Certified Technology Specialist (CTS)
- Certified Broadcast Networking Technologist (CBNT)
- Adobe Premiere, Final Cut Pro, or Avid certification
- Cisco or network certification for AV over IP

Experience

- Minimum 8–12 years in multimedia, broadcasting, and AV systems, including leadership roles.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Proven experience managing live streaming, recording, and broadcast operations.
- Experience supervising teams and coordinating large-scale multimedia projects.
- Experience in government or institutional settings is an advantage.

4. Key Competencies

- Expert knowledge of AV systems, broadcast equipment, and multimedia technologies
- Strong understanding of streaming protocols, video/audio editing, and content delivery
- Strategic planning, leadership, and team management skills
- Analytical thinking and troubleshooting abilities
- Communication, planning, and project management skills
- Knowledge of ICT security practices for multimedia systems

5. Key Performance Indicators (KPIs)

- Quality, reliability, and uptime of multimedia and broadcast systems
- Successful execution of multimedia projects and upgrades
- Response time to multimedia incidents during sessions or events
- Staff training, mentoring, and development effectiveness
- Security compliance and operational standards adherence

6. Working Conditions

- Office, chamber, and broadcast studio environments
- Occasional after-hours or weekend work during live events or system upgrades
- Supervision of multimedia installation, maintenance, and live streaming operations

7. Strategic Importance of the Role

The Principal ICT Officer (Multimedia) ensures that the **Parliament of Sierra Leone:**

- Provides **high-quality, reliable multimedia and broadcast services**
- Supports digital engagement and e-Parliament initiatives



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Maintains secure and operationally resilient AV infrastructure
- Leads innovation and modernization of parliamentary multimedia services

JOB DESCRIPTION: PRINCIPAL ICT OFFICER (CYBERSECURITY)

Institution: Parliament of Sierra Leone

Department: Information and Communication Technology (ICT)

Job Title: Principal ICT Officer – Cybersecurity

Location: OAU Drive, Tower Hill, Freetown

Reports To: Deputy Director of ICT

1. Job Purpose

To provide **strategic leadership, oversight, and management** of cybersecurity across all ICT systems within Parliament, ensuring **confidentiality, integrity, and availability** of legislative, administrative, and digital services. The role safeguards Parliament against evolving cyber threats while supporting secure digital transformation initiatives.

2. Key Duties and Responsibilities

A. Cybersecurity Strategy & Leadership

- Develop and implement Parliament's overarching cybersecurity strategy.
- Approve security policies, standards, and procedures to mitigate risks.
- Advise Parliament management and ICT leadership on cybersecurity threats, risks, and mitigation strategies.

B. Security Governance & Compliance

- Ensure compliance with national cybersecurity regulations, ISO 27001, and other relevant standards.
- Oversee internal audits, vulnerability assessments, and third-party security reviews.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Implement governance frameworks for access control, data protection, and regulatory compliance.

C. Threat Detection & Incident Management

- Establish and oversee Security Operations Center (SOC) or equivalent monitoring mechanisms.
- Lead detection, investigation, and response to cybersecurity incidents.
- Coordinate forensic analysis, remediation, and reporting for cyber incidents.

D. Risk Assessment & Mitigation

- Conduct regular cybersecurity risk assessments and threat modeling.
- Identify emerging threats and recommend proactive defenses.
- Oversee disaster recovery and business continuity planning related to cybersecurity.

E. Team Leadership & Development

- Supervise Senior Cybersecurity Officers, analysts, and technical staff.
- Provide mentorship, training, and capacity building for the cybersecurity team.
- Develop SOPs, incident response playbooks, and security awareness programs for staff.

F. Collaboration & Advisory

- Collaborate with Networking, Software, Multimedia, and Hardware teams to ensure holistic security.
- Liaise with national cybersecurity authorities, law enforcement, and security partners.
- Support digital initiatives, e-Parliament services, and public engagement platforms with secure ICT infrastructure.

G. Innovation & Technology Evaluation

- Evaluate emerging cybersecurity technologies and recommend strategic adoption.



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Lead pilot projects for advanced security tools and platforms.
- Ensure Parliament’s ICT systems remain resilient against evolving cyber threats.

3. Qualifications and Experience

Education

- Bachelor’s or Master’s degree in:
 - Cybersecurity
 - Computer Science
 - Information Technology
 - Network Security or related field

Professional Certifications (Highly Desirable)

- CISSP (Certified Information Systems Security Professional)
- CEH (Certified Ethical Hacker)
- CompTIA Security+
- Cisco CCNP Security or CyberOps
- ISO 27001 Lead Implementer / Auditor

Experience

- Minimum 8–12 years in cybersecurity leadership roles.
- Proven experience managing enterprise or government cybersecurity programs.
- Expertise in SOC operations, incident response, vulnerability management, and threat intelligence.
- Experience in secure ICT operations for government or institutional environments preferred.

4. Key Competencies

- Deep technical knowledge of network, application, and endpoint security
- Strategic planning, risk management, and policy development
- Incident response, forensic analysis, and threat mitigation



PARLIAMENT OF SIERRA LEONE

Parliament Building – O.A.U. Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

- Leadership, team management, and mentorship
- Communication, advisory, and stakeholder engagement skills
- High integrity, accountability, and decision-making ability

5. Key Performance Indicators (KPIs)

- Reduction in cybersecurity incidents and breaches
- Response time and resolution effectiveness for security events
- Compliance with national and international security standards
- Staff training and capacity development
- Successful implementation of security policies, upgrades, and audits
- Operational resilience of ICT systems

6. Working Conditions

- Office-based with access to server rooms and monitoring facilities
- On-call availability for critical incidents
- Occasional after-hours or weekend work for security operations
- Collaboration with internal teams, external partners, and national security authorities

7. Strategic Importance of the Role

The Principal ICT Officer (Cybersecurity) ensures that the **Parliament of Sierra Leone:**

- Maintains **secure and resilient ICT systems** for legislative and administrative operations
- Protects sensitive parliamentary data against cyber threats
- Supports e-Parliament and public digital engagement securely
- Builds capacity for **long-term cybersecurity resilience and governance**