



## Office of the Human Resource Manager

### National Transit Authority (NTA) – Vacancies Announcement

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| <b>Hiring Entity:</b>       | National Transit Authority (NTA)        |
| <b>Location:</b>            | Across NTA Functional Regions, Liberia  |
| <b>Job Title:</b>           | Troubleshooting & Maintenance Assistant |
| <b>Posted On:</b>           | July 23, 2025                           |
| <b>Application Deadline</b> | August 2, 2025                          |
| <b>Employment</b>           | Contract                                |
| <b>Salary Type</b>          | Negotiable                              |

#### Position Summary

Troubleshooting & Maintenance Assistant

Department: Corporate Affairs / ICT

Reports To: Assistant ICT Manager

The successful candidate will assist the Assistant Corporate Affairs Manager for ICT, Data Analytics, and Research in troubleshooting, maintaining, and supporting our computer systems, networks, and related technologies.

#### Key Duties

- Identify and resolve hardware, software, and network issues
- Perform routine maintenance and apply system updates
- Install, configure, and upgrade computer systems and software
- Provide technical support and user training as needed
- Monitor network performance and ensure security protocols are followed
- Maintain accurate records of technical issues and resolutions
- Must have knowledge in hardware and software
- Draft memos and technical reports as required
- Collaborate with other IT staff to improve system performance
- Any other assignment that may require my management

#### Qualifications

- Certificate or diploma in Computer Networking or a related field.
- A degree in ICT or a related discipline is a strong advantage.
- 2–3 years of experience in an ICT support role.
- Proficient in hardware and software troubleshooting.
- Familiar with Windows, Linux, and standard networking protocols.
- Strong problem-solving skills and attention to detail.
- Comfortable working independently and within a team

# Application Instructions

Submit the following:

- Application Letter & Updated CV
- Attached all Credentials
- Three professional references (with emails and phone numbers)
- Clearly indicate position title in subject line

**Email to:** [kvarmah@nta.com.lr](mailto:kvarmah@nta.com.lr)/ [magbollah2013@nta.com.lr](mailto:magbollah2013@nta.com.lr) Or submit hard copies to: Human Resources Department – NTA Office, Japan Freeway, Gardnersville

**NTA is an Equal Opportunity Employer – Females are encouraged to apply**

**Submission Deadline is 5:00pm, August 2, 2025. Only short-listed candidates will be contacted.**