

# **Vacancy Notice**

**(Extension)**

**N° 009/2026/ACMAD**

<b>PUBLICATION DATE</b>	<b>April 16th , 2026</b>
<b>APPLICATION DEADLINE</b>	<b>April 30th, 2026</b>

## **POSITION**

**Infrastructure & Systems Administrator**

## **I. Background**

The African Centre of Meteorological Applications for Development (ACMAD) is a specialized institution mandated to provide weather, climate, and environmental services in support of sustainable development and resilience across Africa. To support its expanding digital infrastructure, data services, and regional platforms, ACMAD seeks to recruit a **Infrastructure & Systems Administrator** to ensure secure, reliable, and efficient operation of its ICT systems.

## **II. Objective of the Assignment**

The objective of this position is to manage, maintain, and optimize ACMAD's ICT infrastructure, including networks, servers, cloud and on-premise systems, cybersecurity controls, and user support services, ensuring high availability and operational continuity of ACMAD's digital platforms and services.

## **III. Scope of responsibilities**

Under the supervision of IT Department, he or she will have the following responsibilities:

### **1. Network Administration**

- a. Design, configure, monitor, and maintain ACMAD's local and wide area networks (LAN/WAN).
- b. Manage routers, switches, firewalls, VPNs, and network security appliances.
- c. Ensure reliable connectivity for on-premise systems, cloud services, and remote users.
- d. Monitor network performance and troubleshoot connectivity issues.

### **2. Systems and Server Administration**

- a. Install, configure, and maintain Linux and Windows servers.
- b. Manage virtualization platforms, containers, and storage systems.
- c. Administer backup, recovery, and disaster-recovery solutions.
- d. Ensure system availability, performance tuning, and capacity planning.

### **3. Cloud and Data Infrastructure Support**

- a. Support deployment and management of cloud infrastructure (e.g. AWS, Azure, GCP or equivalent).
- b. Manage hybrid infrastructures integrating on-premise and cloud environments.
- c. Support data services, geospatial platforms, and high-performance computing (HPC) or data-intensive workflows where applicable.

#### **4. Cybersecurity and Compliance**

- a. Support development and improvement of existing data governance, privacy and other ICT policies.
- b. Implement and enforce ICT security policies, access controls, and authentication mechanisms.
- c. Monitor systems for vulnerabilities, intrusions, and security incidents.
- d. Ensure regular patching, updates, and security audits.
- e. Support compliance with institutional, donor, and international ICT security standards.

#### **5. User Support and ICT Operations**

- a. Provide technical support to staff, consultants, and partners.
- b. Manage user accounts, permissions, and access rights.
- c. Maintain ICT documentation, inventories, and standard operating procedures (SOPs).
- d. Support meetings, training, and operational ICT needs.

#### **6. Coordination and Reporting**

- a. Coordinate with software developers, data scientists, and external service providers.
- b. Support application deployment workflows and collaborate with development teams on infrastructure needs.
- c. Prepare periodic reports on system performance, incidents, and improvements.
- d. Contribute to ICT planning, budgeting, and procurement processes.

### **IV. Deliverables**

- a. Stable and secure network and server infrastructure.
- b. Documented network and system architecture.
- c. Regular system backup and recovery reports.
- d. Incident and security monitoring reports.
- e. Updated ICT policies, SOPs, and user documentation.

### **V. Required Qualifications**

#### **a- Education**

- Master's degree in Computer Science, Information Technology, Network Engineering, Software Engineering, or related field.

#### **b- Experience**

- At least 5 years of professional experience in network and systems administration.

- Strong experience with Linux systems; Windows Server experience is an advantage.
  - Proven experience managing enterprise networks, firewalls, and VPNs.
  - Experience with virtualization, containers (e.g. Docker), and cloud platforms.
  - **Intermediate programming skills**, particularly in scripting and automation (e.g. Bash, Python, PowerShell).
  - Ability to read, understand, and troubleshoot application code in collaboration with developers.
  - Knowledge of cybersecurity best practices and system hardening.
- **Required Skills and Competencies**
    - Strong troubleshooting and problem-solving skills.
    - Ability to automate routine system and network tasks using scripts.
    - Familiarity with version control systems (Git)
    - Good documentation and reporting skills
    - Experience working in international or multi-stakeholder environments is an advantage.
  - **Language Requirements**
    - **Fluency in English/ or French with capacity to work in French/ or English**

## **VI. Performance Evaluation**

Performance will be assessed based on system availability, security posture, quality of user support, timely delivery of assigned tasks, and overall contribution to ACMAD's digital operations.

## **VII. Contractual Arrangements**

- Job family: ICT
- Duty Station: ACMAD Headquarters (Niamey Niger)
- Entity: IT Department
- Duration: 12 months
- Contract type: Full time / Fixed Term
- Reports to: The Director General
- Salary: Salary and benefits will be commensurate with experience and qualifications of the candidate. Per diems will be allocated for international travel.
- Date of duty: As soon as possible after notification

## VIII. Application Process

Interested candidates who meet the above criteria should submit:

1. A detailed updated CV
2. An application letter outlining relevant experiences and motivation
3. Certified true copies of Degrees and Certificates
4. Contacts of three referees from previous positions

**Women are explicitly encouraged to apply.**

**Review of applications will start immediately after. Vacancy can be extended until a suitable candidate is found.**

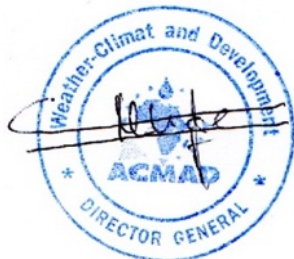
**Applications can be addressed to:**

**ACMAD, 55 Avenue des Ministères, PL 6, BP 13184, Niamey-Plateau, Niger**

**Email: [contact@acmad.org](mailto:contact@acmad.org); [grh@acmad.org](mailto:grh@acmad.org)**

**Date:** Niamey, April 15<sup>th</sup> 2026

**Signature:** Dr Ousmane NDIAYE



Director General