

## **THE LEBANESE ASSOCIATION OF THE KNIGHTS OF MALTA (LAKM) / ORDER OF MALTA LEBANON, HAS A VACANCY FOR AN IT CONSULTANT**

The Order of Malta Lebanon has been operating in the health and social welfare sectors since 1957. It manages a network of 30 projects serving the most vulnerable populations, across the Lebanese territory including primary healthcare centers, mobile medical units, elderly day care centers, hosting centers for the differently-abled and projects for the displaced and refugees.

The Order of Malta Lebanon, with the support of its partner Malteser International (MI), has developed a comprehensive multi-annual program to strengthen its social and health services as well as its structures.

In this framework, the Lebanese Association of the Knights of Malta / Order of Malta Lebanon is looking for an experienced IT consultant who can assist in the design, selection and implementation of the most suitable solution(s)

### **IT CONSULTANT**

#### **OBJECTIVE / PURPOSE OF THE ASSIGNMENT**

LAKM intends to hire the services of a highly qualified expert in the field of Information Technology with sufficient experience for recommending the best infrastructure architecture linking several branches in the remote areas of Lebanon to the head office. The objective of this assignment is to support the design and the implementation of the optimal infrastructure architecture, and the most suitable ERP for LAKM's operation.

The consultant is required to setup the TOR for the selection of the infrastructure design and service provider, in addition to assisting in the setup of the RFP for the selection of the ERP and the implementing partner.

The duration of this assignment is for **six months**.

#### **SCOPE OF WORK**

The scope of work shall cover the following activities:

##### **A. INFRASTRUCTURE**

1. Assisting in the preparation for the architecture design of the infrastructure (Network topology, Mailing servers, Active directory, Automated backup solutions, Network storage (NAS), Software tools and packages)
2. Assisting in the selection of the technology to be used

##### **B. ERP**

1. Assisting in the requirement gathering process
2. Assisting in the selection of the software hosting model
3. Assisting in discussing and finalizing the scope of the implementation and the approach for phased implementation



4. Assisting in setting up the implementation program management for the roll-out and the go-live
5. Monitoring and assessing of the milestones, deliverables, and timelines during the different implementation phases
6. Highlighting risks during the implementation
7. Tracking and reviewing all deliverables of the implementation partner and provide feedback
8. Confirming the quality and adequacy as per the contract with the implementation party

### C. OTHER

1. Drafting terms of reference (ToR) and Request for Proposal (RFP) for the ERP and infrastructure vendors
2. Assisting in setting up a selection matrix for each vendor/partner and solution
3. Participating and supporting in the meetings with the vendors
4. Assisting in the assessment of each vendor's proposal
5. Assisting in the final selection of the Vendor/Partner based on best practices and comparative analyses

## QUALIFICATIONS

Previous experience as a CIO for more than 5 years

- a. 10 years of solid experience in local and wide area networking technologies
- b. Knowledge of network topology and products
- c. Experience in designing, implementing, and testing robust automated backup solutions
- d. Familiarity with enterprise-class security devices
- e. Experience with nonprofit systems and applications
- f. In-depth experience implementing and supporting cloud services and infrastructure including Office 365, Google Apps, Azure and Amazon Web Services
- g. Proficiency working with Microsoft Office suite in a networked environment
- h. Experience in drafting TOR & RFP and preparing comparative studies and analyses

## CONDITIONS

- Start Date: **as soon as possible**, but no later than **OCTOBER 28, 2020**
- Duty Station: **Beirut, Lebanon**
- Duration of contract: **6 months**

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND YOUR CV, MOTIVATION LETTER AND COPIES OF YOUR DIPLOMAS, BY **OCTOBER 25, 2020** TO [RECRUTEMENT@ORDREDEMALTELIBAN.ORG](mailto:RECRUTEMENT@ORDREDEMALTELIBAN.ORG) SPECIFY THE POSITION IN THE SUBJECT.

***\*Only short-listed candidates will be contacted.***