



NIRA
NATIONAL IDENTIFICATION &
REGISTRATION AUTHORITY
HAY'ADDA AQOONSIGA IYO DIIWAANGELINTA QARANKA

Organization: National Identification and Registration Authority (NIRA)
Position: System Administrator
Location: Mogadishu
Reporting to: Director of Information Systems Development
Contract 12 months renewable upon performance
Duration 2
No. of
Positions

TERMS OF REFERENCE FOR SYSTEM ADMINISTRATOR

Background:

The National Identification and Registration Authority (NIRA) is a Government Agency in Somalia, first established in 2020, with the aim of creating and maintaining the national identification system. NIRA is, inter alia, responsible for registering citizens and residents and for providing them with secure and verifiable credentials, including a unique identification number and a national identity card. It also serves as a trusted provider of identity verification and authentication services, promoting the use of the foundational identification system. With the establishment of NIRA Somalia, the government is committed to providing a reliable and efficient identification system that will enable individuals to access services and participate in the development of the country.

The Federal Government of Somalia is implementing the World Bank-financed Somalia Capacity Advancement, Livelihood and Entrepreneurship, through Digital Uplift Project (SCALED-UP) and intends to use part of the proceeds to hire a System Administrator (Individual Consultant) for the National Identification and Registration Authority.

NIRA seeks to recruit a Systems Administrator to:

- Develop and maintain all systems, applications, security, and network configurations.

- Monitor system performance to ensure everything runs smoothly and securely.
- Recommend upgrades, patches, and new applications and equipment.
- Provides technical support and guidance to users.
- Document any processes which employees need to follow to successfully work within the authority's systems.

Scope of Work:

Under the overall guidance from NIRA Director General, and the direct supervision from the director of Information Systems Development, the responsibilities of the system administrator will include but not limited to the following:

- Installing, configuring, and maintaining the networked computer system, including hardware, system software, and applications.
- Setting up new users and giving them access to the intranet upon approval.
- Monitoring the firewall and the internet connection for security risks.
- Employing the latest security protocols.
- Diagnosing and resolving hardware, software, networking, and system issues when they arise.
- Making recommendations for replacing and upgrading defective or outdated components when necessary.
- Monitoring performance and maintaining systems according to requirements.
- Ensuring security through access controls, backups, and firewalls.
- Upgrading systems with new releases and models.
- Researching and recommending new approaches to improve the networked computer system.
- Developing expertise to train staff on new technologies.
- Performing any other duties as required.

Qualifications and Experience requirements:

- Bachelor's degree in computer science, Information Technology, or a related field.
- Five (5) years' experience in the field of computer networking and system administration, including at least two (2) years direct experience in maintaining computer servers and networks.
- Microsoft MCSE certification or similar is a plus.
- Proven experience as a System Administrator, Network Administrator, or similar role.
- Experience with databases, networks (LAN, WAN) and patch management
- Knowledge of system security (e.g., intrusion detection systems) and data backup/recovery.
- Ability to create scripts in Python, Perl, Java, or other languages.
- Familiarity with various operating systems and platforms.

- Ability to prioritize a wide range of workloads with critical deadlines.
- Availability outside of working hours to resolve emergency issues promptly.
- Excellent analytical, problem-solving, communication, and interpersonal skills.
- Proficiency in Somali and English, both spoken and written.

Deliverables:

- Detailed monthly reports of system administration operations including troubleshooting of hardware, software, networking, and computing issues.
- Recommending of new approaches to improve the networked computer system and the overall Authority's system administration including upgrades, patches, and new applications.
- Creation and preparation of documentations of user guidelines on system administration.