

**Technical Officer at the Ministry of Environment - Department of Information  
Technology Systems**

**I. Position Information**

**Job Title:** Technical Officer

**Duty Station:** Ministry of Environment

**Reports to:** Chief of Planning and Programming Service

**Duration of Employment:** 1 year – including a 3-month probation

**II. Scope/Objective**

The project entitled “Technical Assistance to the Ministry of Environment” is being implemented by the Ministry of Environment with the support of the Italian Government through the Italian Embassy. The project aims to strengthen MoE capacities to better assume its mandate as set by law 690/2005 and decree 2275/2009.

The Ministry of Environment requires 1 technical officer as per the details below.

**III. Functions / Key Results Expected**

Assist the Department of Information Technology Systems in smoothly executing its mandate as set by Decree 2275/2009 – Article 29, which stipulates the following:

- 1- Develop draft strategies, plans, programs, projects, activities, and studies to introduce IT systems in the work of the Directorate General of Environment, and follow-up their implementation
- 2- Program the environmental database of the Ministry which includes environmental and development data, as well as legal, administrative and technical data
- 3- Plan, design and implement an IT system for the Ministry, including internet and intranet, as well as the electronic archiving and/or digitization of environment and development related data, for use by the Ministry units
- 4- Improve, upgrade and program the electronic facilities/ programs/ data needed by the various Ministry units, and ensure proper maintenance.
- 5- Assess and program IT training needs of the various Ministry units.

**IV. Recruitment Qualifications**

**Education:** University degree in computer sciences or equivalent

**Experience:** Minimum of 2 years of relevant experience

**Language Requirements:** Arabic and English or French

Interested candidates should send their CVs **(in the specified form attached)** along with supporting documents (degrees, experience, etc.)

**THE CV MUST BE PUT IN A FULLY ANONYMOUS ENVELOP ADDRESSED TO:**

Ministry of Environment - Office of the Minister  
Lazarieh Center – Block A4 New – 8<sup>th</sup> Floor – Office 8-6

The envelope must only refer to the position:

“Technical Officer Position at the Department of Information Technology  
Systems”

**NON ANONYMOUS APPLICATIONS WILL BE DISCARDED WITHOUT BEING EVALUATED**

**Deadline: September 13, 2010 – 12:00 noon**

***Only pre-selected candidates will be interviewed***

**Interviews will be in Arabic, English and/or French.**