



Job Description

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Job Title Information Technology (IT) Specialist	Job Location Arusha	Category -
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development.

The EAC-GIZ cluster comprises of nine cooperation projects from a wide-range of sectors including health, trade & economic integration, digitalisation, industrial development among others. The cluster supports the East African Community Secretariat (EAC) and the Partner States in driving the process of regional economic integration together with organizations from the private sector, civil society, and academia. Additionally, diversification of industries and adding value to products and services in the region is at the forefront of this partnership.

GIZ is seeking to recruit an IT Specialist at the EAC-GIZ cluster.

Responsibilities

The IT professional is responsible for

- Ensuring that IT and management systems operate and function correctly
- Implementing and complying with GIZ IT standards
- Regularly updating computer software
- Providing technical support to projects and programmes by dealing with questions and problems relating to IT and databases
- Providing capacity development assistance to GIZ Tanzania and EAC for basic IT tools and systems
- Liaising with the IT professional in the GIZ Tanzania country office as well as with GIZ internal IT related communities and platforms for information exchange

1. Tasks (hardware) The IT professional

- Ensures the availability of up-to-date hardware (laptops, servers, all PCs) in accordance with current GIZ standards
- Deals with maintenance of PCs, notebooks, printers, digital cameras, scanners, and other office hardwares
- Discusses possible new purchases of or improvements to hardware and networks with the administrative manager, based on the requirements and recommendations outlined in GIZ's IT guidelines

2. Tasks (software) The IT professional

- Implements, maintains and configures all standard GIZ software (e.g. APS, AMS, MS Office, WINPACCS, SAP, OnSite Asset)
- Tests new or upgraded software and updates all the software to the latest versions
- Provides and maintains backup programmes to ensure system availability
- Regularly updates antivirus software

3. Tasks (the internet, websites) The IT professional

- Maintains and updates existing web sites
- Coordinates necessary modifications to the existing home page in consultation with office management and the project or programme managers

4. Tasks (operational support) The IT professional

- Is responsible for the availability of the LAN, installs any updates and ensures routine, professional maintenance of the necessary hardware, installs, and maintains the LAN
- Consults with suppliers to guarantee the availability of the network, telephone system and IT hardware
- Monitors the market for quality and value for money, and is responsible for specifying and procuring computer equipment
- Trains GIZ staff in the EAC Cluster in using basic internal and external IT systems and tools for daily business operations

5. General tasks The IT professional

- Manages and ensures general administration of the entire IT system
- Backs up data and deals with the problem of data security
- Resolves all computer and internet problems, prepares all the necessary information, and provides phone support
- Ensures that an IT emergency service is available
- Notifies the GIZ IT help desk of fundamental problems with GIZ IT applications
- Assists in advising on IT projects and procurements as well as IT aspects in events facilitation
- Maintains a list of all hardware and software systems, and updates this to reflect changes
- Documents the installation and settings on the server and all computers

Education & Qualifications

- At least a bachelor degree in Information Technology or similar study programmes

Requirements

- At least a bachelor degree in Information Technology or similar study programmes
- Familiarity with IT hardware and software used at GIZ IT network systems, database software, (eg. SAP, APS, AMS, PACCS, etc.)
- Familiarity with internal systems and intranet a strong advantage
- At least 3 years' professional experience in a comparable position
- Outstanding working knowledge of ICT technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Excellent English proficiency in writing and speaking is essential
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Applications:

Interested candidates should send their letter of application together with the CV and copies of academic certificates via the enclosed link.

Closing date for submission: 18.11.2022

Only shortlisted candidates will be contacted.

GIZ Tanzania is an equal opportunities employer and encourages applications from all qualified and eligible candidates regardless of their gender, origin, religion/belief, disability, or any other minority group.

Driving Licence

Not Required

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