

# **Job Description**

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Job Title Job Location Category

IT Coordinator Dar es Salaam IT & Network Administration

Job TypeJob levelIndustryFull TimeIntermediate-

Open to Expatriates

Only Open to Tanzanian Nationals

#### **Minimum Requirements**

Min Budget Max Budget Primary Industry

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Secondary Industry Primary Category Secondary Category

- IT & Network Administration: 2 Years -

Certificate Qualification

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### Summary

The IT coordinator acts as partner to the local business functions supporting in all questions of Information management and technique. He/She is the interface between the local business and Group IT, communicating all relevant IT subjects and news. He/She is responsible for the IT within the country.

#### Responsibilities

- Purchasing, administration and maintenance of IT clients including mobile devices.
- Administration and maintenance of IT infrastructure (files application server and all area network components)
- · User account administration of central cloud solution and local applications.
- Direct IT support for user related to client topics and incidents.
- Coordination of task with external IT-partner.
- · Coordination of IT budget with the local controller
- Ensuring availability of systems and data, security and compliance.
- · Support business in IT projects/task and application like ERP and CRM.
- Cooperation with Africa area IT and central IT organisation
- Regular and on time attendance
- · Will be required to work overtime
- · Overseas travel may be required

### **Education & Qualifications**

- . Understands the complexity of the IT landscape and IT management culture
- · Project management skills
- · Very good communication skills
- · Organised work approach, self-managed, independent
- Experience in an international environment is a plus
- Experience and knowledge in graphical design and/or webpage maintenance or experience in conducting controlling analyses
- Fluent English

#### Requirements

Minimum of 2 years of experience as IT support

## **Reporting To**

Head Finance or Head Procurement & Logistics

## **Driving Licence**

Not Required

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