



Job Description

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Job Title IT Coordinator	Job Location Dar es Salaam	Category IT & Network Administration
Job Type Full Time	Job level Intermediate	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category IT & Network Administration: 2 Years	Secondary Category -
Certificate -	Qualification -	

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
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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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