



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

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

## Minimum Requirements

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

## 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**

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Head Finance or Head Procurement & Logistics

### **Driving Licence**

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Not Required

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