

GENERIC POST DESCRIPTION

SECTION 1

Position Information

SVN	IOM/KSU/034/2024
Position Title	IT Assistant-I Position
Position Grade	G-4
Duty Station	Kasulu, Tanzania United Republic Of
Duration	6 Months-Special Short-Term Contract with possibility of extension
Position Number	
Job Family	Resource Management
Organizational Unit	Information Technology Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Information Management & Technology Officer
Overall Supervised by	Chief of Mission

SECTION 2

Organizational Context and Scope

Under the general supervision of the Chief of Mission and the direct supervision of Information Management & Technology Officer, and in coordination with other units, the candidate will be responsible for the carrying out the following duties and responsibilities;

SECTION 3

Responsibilities and Accountabilities

1. Setup and maintain the IT equipment for the users in office.
2. Install and maintain Internet connections for the office.
3. Install and administer the security for various system and network components, including access to internet, protection against viruses, etc.
4. Provide the user support for MS Windows, and MS Office, as well as for other programs used in the office.
5. Analyze computer systems; recommend new systems and/or enhancements in the functionality of the existing systems.
6. Implement the proper backup/restore, data validation and security procedures to assure data integrity and availability.
7. Identify and support technology solutions for database related support.
8. Assist in administration of Database Server and fixing of database related problems.
9. Run Database queries and procedures.
10. Assist in maintenance of systems, sub systems and modules of mission database in accordance with the needs and requirements of each program and project.
11. Provide user support, and training to use, operation, and maintenance of the databases and assist in the implementation of all auxiliary sub systems and modules.
12. Other related duties as required.

SECTION 4

Required Qualifications and Experience

EDUCATION& EXPERIENCE

- University Degree in IT, Computer Science, or related field with minimum 2 years of experience or
- A high school diploma in related field with minimum 4 years' experience.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Previous work experience with an international organization and NGOs dealing with refugees would be a strong advantage.

SKILLS

- Knowledge of Microsoft Operating Systems, Server Administration, Networking and Desktop applications and Databases.
- Knowledge in TCP/IP Networking.
- Knowledge of LAN/WAN Technologies.
- Experience in the following tools: MS SQL Server, C++, MS Access is a plus.
- Any certification is a plus: CCNA.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English & Kiswahili is required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five

values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level I

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

NO FEES:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address:

tzvacancy@iom.int

The vacancy is open for both internal and External candidates Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

Posting period: From 10th June 2024 – 23rd June 2024