



VACANCY – INFORMATION TECHNOLOGY OFFICER

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute with 15 member countries, currently: Angola, Botswana, Burundi, Eswatini, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe. Established in 1997, MEFMI was founded with the view to building sustainable capacity in identified key areas in ministries of finance, planning commissions and central banks, or equivalent institutions. MEFMI strives to improve sustainable human and institutional capacity in the critical areas of macroeconomic and financial management; foster best practices in related institutions; and bring emerging risks and opportunities to the fore among executive level officials. MEFMI seeks to achieve, within its member countries, prudent macroeconomic management, competent and efficient management of public finances, sound, efficient and stable financial sectors and stable economies with strong and sustained growth. The MEFMI Secretariat is based in Harare, Zimbabwe.

Applications are invited from suitably qualified nationals of MEFMI member countries to fill the position of **Information Technology Officer**.

Job Summary

Reporting to the Information Technology Manager (ITM), the Information Technology Officer (ITO) is responsible for assisting ITM acquire, develop and maintain secure information and communication technology systems for MEFMI.

Key Performance Areas

1. Responsible for the procurement of computer hardware and software by carrying out a needs assessment, performing a requirements specification, requesting for quotations from suppliers, assisting to prepare an evaluation report, etc.
2. Assisting in the management of electronic communication, i.e. LAN/WAN, electronic mail, and website.
3. Assisting in the management of the information system through maintaining the Institute's Accounting, Human Resources and Document Management System (DMS), maintaining the integrated management information system (IMIS) and maintaining the e-Learning management system and video conferencing facilities.
4. Responsible for ICT administration through the preparation of quarterly reports for area of responsibility, assisting in the maintenance of ICT inventories including backup media, software and hardware assets.
5. Responsible for ICT security by ensuring equipment data wiping, maintaining password, user access and change control procedures.
6. Responding to on-demand requests by individual staff and escalate requests appropriately.
7. Assisting the ITM in orientation and training of staff in the appropriate use of ICT tools.

Qualifications and Experience

- a) Degree in ICT.
- b) Data communications, TCP/IP Standards and Networks certification.
- c) At least 3 years progressive experience in ICT.
- d) A master's degree in ICT is an added advantage.

Desirable skills and attributes

The following will be added advantages:

- a) ICT Security and trouble shooting.
- b) Systems and networks handling.
- c) Data analysis.

Competencies

- a) Strong qualitative, quantitative, and analytical skills.
- b) Excellent written (report writing) and verbal skills.
- c) Problem solving.
- d) Attention to detail.
- e) Strong interpersonal/communication skills.

Benefits

The successful candidate will be appointed on a fixed term contract of three (3) years, renewable subject to performance. On offer is an attractive remuneration package which includes a tax-free salary paid in US dollars which is competitive with other similar organisations.

Location and Language

The position is located at the Institute's Secretariat in Harare, Zimbabwe and the official language of the Institute is English. A working knowledge of Portuguese will be an added advantage.

Application Procedure

Applications should be submitted by **3 May 2024**.

MEFMI is an equal opportunity employer and **both male and female candidates** are encouraged to apply.

Please send your applications to recruitment@mefmi.org. **At this stage, applicants are requested to only email their updated CV and cover letter (no certificates). Note that hard copy applications will not be considered. Please indicate the position you are applying for.**

Only short-listed applicants will be contacted.