



Stock Brokers | Investment Advisors | Fund Managers

Alfa Plaza • 2nd Floor • Office 201 • Ali Hassan Mwinyi Road • Dar es Salaam
T: +255 718 799 997 | +255 22 2926 578 • E: info@tanzaniasecurities.co.tz

INTERNSHIP OPPORTUNITY – ICT Intern

Company Background

Tanzania Securities Limited (TSL) is a leading broker-dealer, investment advisor and fund manager licensed by both Capital Markets and Securities Authority (CMSA) and Dar es Salaam Stock Exchange (DSE) since year 1998. Over time, TSL has assisted Corporates, Small & Medium Enterprises (SMEs) and existing / Start-up Companies to raise financing through the Initial Public Offering (IPOs) and subsequently managed the listing process into the Dar Es salaam bourse via Main Investment Market (MIM) or under the special vehicle known as Enterprise Growth Market (EGM).

Job Summary:

We are looking for a skilled ICT Intern to manage our company's information and communication technology infrastructure. The ideal candidate will have a strong technical background in ICT systems and networks, excellent problem-solving skills, and a commitment to ensuring the reliability and security of our ICT environment.

Key Responsibilities

- Install, configure, and maintain hardware and software components of our ICT infrastructure, including servers, networks, and peripherals.
- Monitor system performance and troubleshoot issues, ensuring timely resolution and minimal downtime.
- Implement and maintain security measures to protect our ICT systems and data from unauthorized access, malware, and other threats.
- Manage user accounts, permissions, and access rights, ensuring compliance with security policies and procedures.
- Conduct regular backups and disaster recovery procedures to safeguard critical data and systems.
- Provide technical support and assistance to end users, resolving hardware and software issues and answering technical queries.
- Develop and maintain documentation of ICT systems, configurations, procedures, and troubleshooting guides.
- Drive automation of processes and Improvement of process initiatives from the ICT perspective
- Provide support on the adaption and use of social media channels ensuring appropriate data analytics, governance and MIS.
- Train and mentor staff members on ICT's best practices, security protocols, and proper use of technology tools and resources.
- Monitor and enforce compliance with ICT and Information and Data Security Risk policies, standards, and regulatory requirements.
- Collaborate with cross-functional teams to support business initiatives and projects that require ICT expertise.



Stock Brokers | Investment Advisors | Fund Managers

Alfa Plaza - 2nd Floor - Office 201 - Ali Hassan Mwinyi Road - Dar es Salaam
T: +255 718 799 997 | +255 22 2926 578 • E: info@tanzaniasecurities.co.tz

Required Skills/Ability /Competencies:

- ICT infrastructure management
- Network administration
- Technical support
- Problem-solving

Qualifications & Experience:

- Bachelor's degree in Information Technology, Computer Science, or related field; professional certifications (e.g., CompTIA, Cisco, Microsoft) preferred.
- Proven experience in ICT support and administration, with a strong technical background in IT systems and networks.
- Proficiency in installing, configuring, and troubleshooting hardware and software components, including servers, routers, switches, and firewalls.
- Strong problem-solving and analytical skills, with the ability to diagnose and resolve complex ICT issues efficiently.
- Excellent communication and interpersonal abilities, with the capacity to convey technical concepts to non-technical users.
- Detail-oriented with a focus on quality and accuracy in work.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment, managing multiple priorities and deadlines effectively.
- Team player with a collaborative mindset, able to work effectively with cross-functional teams to achieve shared goals and objectives.

Mode of Application

Kindly apply through the following link <https://forms.gle/FaFR9o1hrboDCYSH9> not later than **24th September 2024**. Only shortlisted candidates will be contacted.

Female candidates are highly encouraged to apply.