



JOB TITLE: IT Assistant

JOB INFO

- **Job Identification:**12049
- **Job Category:** Other
- **Posting Date:** 20/11/2024, 16:02
- **Locations:** United Republic of Tanzania (the) Kasulu, United Republic of Tanzania (the)
- **Apply Before:** 03/12/2024, 13:02
- **Degree Level** Bachelors or Equivalent
- **Job Schedule** Full time
- **Job Shift** Day
- **Contract Type** Special Short Term Graded (Up to 9 months)
- **Initial Contract Duration**6 months
- **Vacancy Type** Special Vacancy Notice
- **Recruiting Type** General Service
- **Grade**G-4

JOB DESCRIPTION

Applications are welcome from internal and external candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the

selection process. For the purpose of this vacancy, internal candidates are considered first-tier candidates.

Context

Under the overall supervision of the Resource Management Officer, and the direct supervision of the Information Management & Technology Officer the candidate will be responsible for the carrying out the following duties and responsibilities

RESPONSIBILITIES

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.
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.

QUALIFICATIONS

Education

- University Degree in IT, Computer Science, or related field with minimum 2 years of experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- 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

Skills

- Technical Proficiency
- Networking Skills
- Cybersecurity Awareness

Languages

- English
- Kiswahili

IOM's official languages are English, French and Spanish.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at [this link](#). Competencies will be assessed during the selection process.

Values - all IOM staff members must abide by and demonstrate these three 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 – behavioural indicators (Level 1)

- 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.

Notes

1. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
2. This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.
3. This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.

4. Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
5. 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.
6. IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.

REQUIRED SKILLS

Database Development and Administration Digital Media Enterprise Content Management

Geographic and Spatial Data Systems Microsoft Office Applications Network Design and

Administration Programming and Software Engineering Quality, Security and Risk

Management Web Development and Administration

[APPLY HERE](#)