



VACANCY

INFORMATION COMMUNICATION AND TECHNOLOGY
OFFICER(NPRC/ICT03)

JOB DESCRIPTION /SPECIFICATION

TITLE: : INFORMATION COMMUNICATION TECHNOLOGY OFFICER

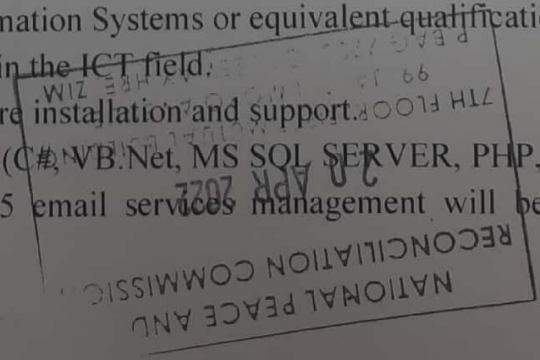
REPORTS TO: MANAGER INFORMATION COMMUNICATION TECHNOLOGY

DUTIES

- Maintain and troubleshoot all network and computer related issues.
- Integrate security, physical control solutions for all confidential data and systems.
- Monitor performance and manage parameters to provide fast responses to front-end users.
- Integrate and configure computer networking for best performance.
- Troubleshoot and repair of hardware, operating systems and applications.
- Monitor and maintain computer systems, servers and networks.
- Identify security gaps and provide relevant solutions in consultation with the ICT Manager.
- Maintain inventory of ICT equipment, hardware and software and ensure adequate supply and functionality in collaboration with relevant staff.
- Test and evaluate all new technology including ICT gadgets, database systems, websites etc.
- Conduct electrical safety checks on computer equipment.
- Enhance office IT system through appropriate upgrades and advise Administration and HR Department on changes or improvements required and their respective impacts.
- Help install and support of all ICT hardware and software.
- Any other duties assigned from time to time.

Job Specifications

- Degree in Computer Science, Information Systems or equivalent qualification.
- At least 1-year relevant experience in the ICT field.
- Knowledge of hardware and software installation and support.
- Knowledge of system development (C#, VB.Net, MS SQL SERVER, PHP, Java etc)
- Working knowledge of Office 365 email services management will be an added advantage.



- Working knowledge of windows server administration and networking will be an added advantage.
- Ability to work with all people fairly without favouritism whilst observing the protocols.
- Displays cultural, gender, religion, race and age sensitivity and adaptability.
- Strong written and verbal communication skills in English. The candidate should also be fluent in any two of the 16 languages as spelt out in the Constitution of Zimbabwe. Knowledge of other ethnic cultures will be added advantage.

Interested and suitable qualified persons should submit applications ELECTRONICALLY ONLY to hr@nprc.org.zw by 27 April 2022. The applications should be addressed to The General Manager Human Resources and Administration.

Suitably qualified women and youth and people with disabilities are encouraged to apply.

The application should comprise of:

- a) A brief covering letter stating your motivation to apply for this position
- b) An updated Curriculum Vitae (CV).
- c) Contact detail of 3 referees.

Submission Deadline: 3pm Zimbabwe time of Wednesday 27 April 2022. Please quote job title and reference number.

Embe
20/04/22

NATIONAL PEACE AND
RECONCILIATION COMMISSION

20 APR 2022

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