

JOB VACANCY – ICT COORDINATOR

Africa Improved Foods (AIF) is a Public-Private Partnership focused on addressing malnutrition through the production of nutritious, high quality fortified foods.

AIF Ltd is looking for a self-motivated, qualified individual with the right attitude and a passion for innovation to join our young and energetic team on the position of **ICT Coordinator**.

General job information

Department: **IT & Business Support**

Reporting line: **IT & Business Support Manager**

Contract terms: **Open ended Contract**

Key responsibilities

- Responsible for running the IT environment daily: taking care of all needed maintenance and support activities to ensure a secure and highly available IT infrastructure and office services.
- Responsible for the File server and ERP server needed for delivering a stable working environment for all office and ERP users. This includes taking care of back-ups, storage, and all routine IT maintenance.
- Responsible to investigate possibilities to improve the efficiency of the ICT infra and - office environment and local Business applications.
- Responsible to support, promote and stimulate end-users in optimal usage of the ICT office environment.
- Responsible to advise and support end-users as a ICT User Help service
- Responsible to coordinate the ICT services, being to liaison to local IT vendors or cloud providers.
- Responsible to judge, guide and control complaints and escalations.
- Responsible to interpret and translate business requirements regarding the ICT infrastructure.
- Responsible for the management of hardware spares and maintenance contracts.

Job requirements

- Degree in Information Technology, Networking, Communication Systems, or any other related field.
- Proven record of problem-solving and project management skills.
- Minimum of 4 to 6 years' working experience in Network, System and Database Management
- Must have in-depth knowledge of Microsoft Windows, Service desk and Network administration.
- Experience in Web development, virus removal, cleaning infected hard drives and stripping hardware after a security breach occurs are the vital skills of an IT Coordinator.
- Must have knowledge of or experience in cloud architecture.
- Experience with databases, database storage systems and phone systems are required as well.
- 2- 3 years proven experience using SAP B1 system
- Proficient in Oracle Databases.
- Having Sound Knowledge of Database Concepts and expert Knowledge in Database Administration on MS SQL Server / Oracle DBMS.
- Knowledge of MS.Net Framework Development Skills.
- Translating business needs into analytics/reporting requirements, report development skills using Business Intelligence
- Must have excellent oral, presentation, writing and reporting skills.
- Leadership skills with positive attitude of 'can do' approach.
- Ability to work with minimum supervision

- Strong interpersonal skills
- Fluent in English and Kinyarwanda (both verbally and in writing), French is an added value.
- Must be Rwandan

Application Guidelines

All applications including application letter, curriculum vitae and academic qualifications should be submitted in single PDF File via this email: recruitment@africaimprovedfoods.com for the attention of the **Human Resources Manager of Africa Improved Foods Rwanda Ltd** not later than **Friday 03rd February 2023.**

Please note that only shortlisted candidates will be contacted.

Kigali, 25th January 2023.