



VACANCY ANNOUNCEMENT FOR INFORMATION COMMUNIIATION TECHNOLOGY (ICT) SPECIALIST (PART TIME)

Forum for Women in Democracy (FOWODE) is a women's nongovernmental organization based in Kampala. FOWODE wishes to add to her team a competent, results driven, dynamic and self-driven individual and is seeking applications to fill the vacant post below in the organization.

Job Title: Information Communication Technology (ICT) Specialist (1 Post)

FOWODE seeks the services of a part time ICT specialist to support staff and Organizational ICT needs. The role will entail a flexible part time and "on-call" schedule.

Purpose of the Job

The ICT specialist will be responsible for installation, operation and maintenance of computer systems and other technologies such as communication systems. S/he will offer IT end-user support services and train users/staff to make appropriate and safe usage of the ICT infrastructure/systems.

Roles and Responsibilities

- Review, diagnose and assess the functionality and efficiency of systems
- Offer technical support to company staff and troubleshoot computer problems
- Install and update software and hardware as needed
- Manage and update the organization's website and social media platforms.
- Facilitate the effective sharing of information within and outside the organization through proper management of the Local Area Network (LAN) as well as connectivity to the internet (WAN).
- Anticipate and report the cost of replacing or updating computer items
- Implement ICT security measures
- Maintenance of the organization's ICT equipment in good working condition.
- Ensure proper implementation of the organization's ICT disaster recovery strategy through regular and strategic backup of organisational information.

Qualifications, skills and Experience

- The applicant must hold a Bachelor's degree in Information Communication Technology, Computer Science, Engineering or a related degree from a reputable university.
- Knowledge of computer networking systems and computer hardware is essential.
- Proven experience as an ICT Technician.
- Excellent diagnostic and problem-solving skills.
- Good knowledge of internet security and data privacy principles.
- Knowledgeable on recent versions of Microsoft Office software suite.
- Ability to work independently and also as a team.
- Strong Written and oral communication skills.
- At least three (3) years working experience in ICT work in an organization.

Interested and qualified candidates should apply via the email below and submit their cover letters, a detailed curriculum vitae and copies of relevant academic documents to hr@fowode.org. **Female candidates are encouraged to apply.**

Applications should be sent not later than Friday, 3rd November 2023 at 1.00pm. Please ensure that your attachments do not exceed 5 MB.

Please note that only shortlisted candidates will be contacted.