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**External Publication of Job Posting**

**50217180**

**Job Posting Title**

IT SPECIALIST

**Start Date**

21.04.2017

**End Date**

21.05.2017

**Reference Code**

ABC 01 03

**Job Title**

IT SPECIALIST

**Organization**

The African Union Advisory Board on Corruption is an autonomous organ established within the African Union (AU), in terms of Article 22 of the African Union Convention on Preventing and Combating Corruption. The main mandate of the Board is to promote and encourage the adoption of measures and actions by State Parties to prevent, detect, punish and eradicate corruption and related offences in Africa as well as to follow-up on the application of those measures and submit a report to the Executive Council on a regular basis on the progress made by each State Party in complying with the provisions of the Convention. Its seat is in Arusha, in the United Republic of Tanzania.

In seeking to achieve these objectives, the Board intends to strengthen its capacity to deliver, by amongst others, the implementation of a basic organizational structure and the filling of all vacant posts.

The AU Advisory Board on Corruption invites applicants who are citizens of Member States for a short-term position of six (6) months, renewable, in the Secretariat of the Board which is mainly in charge of providing substantive, professional, administrative and logistical support to the Board.

**Department**

Job Title: IT Specialist

Grade: P2 step 5

Duty Station: Arusha

Number of Positions: 1

**Project**

Manage and administer the computerized information system of the AUABC Secretariat including mid-range

computers, NT servers, internet firewall, e-mail server, local and wide area networks and update the Secretariat's web site.

## **Tasks**

### Major Duties and Responsibilities

Under the direct supervision of the Executive Secretary, the IT Specialist will perform the following duties:

- Provide users guidance and first level support by assisting in problem resolution.
- Update, maintain, redesign and manage the website of the Secretariat of the Board.
- Research emerging technologies to maintain the website (both internet and intranet)
- Maintain systems (Microsoft) and network services (e.g. DNS, Active Directory, WINS, SMTP, Web, Print, Terminal Server, Backup, Antivirus).
- Maintain desktop applications and services (e.g., Microsoft, Mac and Adobe applications, Antivirus)
- Provide assistance to users and administer user accounts, mailboxes, and permissions
- Troubleshoot application and infrastructure issues.
- Function as an off hours point of contact in case of unplanned events.
- Research and install system/product updates.
- Design or update system and network architectures to meet functional requirements.
- Install, configure, and maintain Microsoft servers, UTM device (Cyberaom) and telephone system.
- Create full backups of systems on a daily, weekly and monthly basis.
- Research new products and technologies.
- Administrate Windows Server Active Directory and the Local Area Network.
- Troubleshoot Laptops, phone issues, web connectivity for PCs, Email MS Exchange problems, DNS issues, MAC OS errors, Citrix connectivity issues and Timberline problems.
- Patch servers and PCs with patches from Microsoft using windows server update services 3.0 sp2
- Recognize and identify potential areas where existing policies and procedures change, or where new ones need to be developed, especially regarding future expansion of the Secretariat
- Perform any other duties as required.

## **Requirements**

### 1. Educational Qualifications and Experience

Candidates must have a University Bachelor Degree in computer science with certification for hardware and software support (server, desktops, printers and laptops) and should be Certified Systems Engineers in Server Administration, network, infrastructure, and messaging suites with 3 -4 years relevant professional experience in a similar position, preferably in an international organization.

Or

Candidates must have a University Diploma in computer science with certification for hardware and software support (server, desktops, printers and laptops) and should be Certified Systems Engineers in Server Administration, network, infrastructure, and messaging suites with 5 years of experience at a specialist level relevant professional experience in a similar position, preferably in an international organization.

### 2. Other relevant skills:

He/she should have:

- Demonstrable leadership abilities;
- Knowledge of TCP/IP stacks and their functionality;
- Advanced knowledge of troubleshooting of Windows Server 2008 and 2012, Linux (RedHat/Debian, Centos);
- Experience with database application (MySQL, Oracle, Microsoft, SQL Server 2008 - 2016) installation and basic maintenance;

- Advanced knowledge of Internet Information Services (IE, Edge);
  - Knowledge and troubleshooting of Microsoft Exchange Server 2013/2016;
  - Advanced knowledge of troubleshooting of MS SQL, Microsoft SQL, Server 2008 - 2016;
  - Minimum knowledge of troubleshooting of Visual Basic Script;
  - Working knowledge of web application security, understanding of vulnerabilities and counter-measures;
  - Ability and desire to learn new skills quickly;
  - Effectively communicate issues and resolutions to all levels of the Secretariat;
  - Ability to maintain confidentiality with sensitive information;
  - Concentration, accuracy, and working under minimum supervision. It also requires respect for confidentiality and good public relations;
  - Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
  - Good communication skills;
  - Excellent knowledge of international organizations.
  - He/she should be familiar with the following systems and software:
  - IP networking
  - Storage device (Network Appliance, SCSI RAID) operations and configuration
  - Microsoft Systems, Microsoft Office and Adobe products
  - Web Browsers
  - Macromedia products
  - All Adobe Suite CS6
  - Veritas NetBackup or any other backup system
3. Language Requirement:

Proficiency in one of the African Union working languages, proficiency of two or more in other of one or several other working language(s) would be an added value.

4. Tenure of Appointment:

Appointment to this post shall be based on a Short Term contract for a period of six months. Thereafter, the contract may be renewed for the same period subject to satisfactory performance and availability of funds.

5. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

6. Remuneration:

The salary attached to the position is monthly of US\$ 5,931.25 (P2 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 4,775.92 inclusive of all allowances for locally recruited staff.

How to Apply Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 12 May 2017.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

**Contract Type**

Short Term

**Employment Fraction**

Full-time

**Branch**

AU Organ – Anti-Corruption Board, Arusha