



---

**External Publication of Job Posting**

**50682870**

**Job Posting Title**

IT OFFICER – AFRICAN INSTITUTE FOR REMITTANCES (AIR)

**Start Date**

22.07.2019

**End Date**

26.08.2019

**Reference Code**

SA201907223

**Job Title**

IT OFFICER – AFRICAN INSTITUTE FOR REMITTANCES (AIR)

**Organization**

The African Union (AU), established as a unique Pan African continental body, is charged with the responsibility of spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The African Institute for Remittances (AIR) was established in 2014 as a Specialized Technical Office of the African Union Commission (AUC) with the aim to assist the AU Member States to maximize the impact of remittances for social and economic development in Africa.

The Commission of the African Union invites applicants who are national and citizens of AU Member States for a position of IT Officer for the African Institute for Remittances.

**Department**

Job title: IT Officer

Grade: P2

Department/Agency: African Institute for Remittances

Supervisor: Senior Statistics and Research Officer, AIR

Duty Station: Nairobi, Kenya

**Project**

Under the direct supervision of the Senior Statistics and Research Policy Officer, AIR, the IT Officer shall be responsible for the management of the AIR IT system and properly manage computers, network servers and Internet services to ensure smooth functioning of the entire computer system and the development of a user-friendly comprehensive remittances database, including the Send Money Africa (SMA) database.

## **Tasks**

The IT Officer, AIR shall:

- a) Diagnose and resolve complex technical problems related to the interrelationship/dependence of computer hardware and software and ensure their availability;
- b) Maintain the office local network (LAN), extended wide access network (WAN), network segment, Internet or intranet system, provide daily administrative support to the users and periodically maintain the network and all devices;
- c) Oversee installation, configuration, maintenance and troubleshooting of network, system and hardware of the LAN, WAN and WIFI;
- d) Assemble, install, and configure computers, monitors, network infrastructure and network devices such as printers, scanners and related hardware; pull the cables and recur or redirect cables as required for new installations and reconfiguration in the offices;
- e) Make recommendations on the acquisition of hardware and software; justify the purchase of materials and services, training and orientation;
- f) Plan, coordinate and implement necessary security measures of the network and educate public servant on computer security; install security software such as Antivirus and firewalls, monitor and control the network to avoid security breaches, addresses cyberspace attacks and aggregate data and evidence to prosecute cyberspace criminals;
- g) Perform system backup and recovery;
- h) Develop a program for an electronic filing system and work with the classification clerk for implementation;
- i) Develop remittances databases - on flows and prices - and ensure timely dissemination of data;
- j) Performs related activities assigned.

## **Requirements**

### 1. Academic Qualifications

University Bachelor's Degree in computer science or any other related IT field.

A higher qualification would be an added advantage.

Certification in systems integration, network/system infrastructure configuration/management or information systems is highly recommended.

### 2. Required Professional Work Experience

- Candidates must have at least 5 years of relevant working experience in field related to computer science, the installation and maintenance of servers, server infrastructure and databases.

### 3. Required Skills and Competences

#### A. Functional Skills

Excellent organizational and time-management skills;

Excellent interpersonal relationship practices to meet and deal with persons of diverse backgrounds;

Practical knowledge of TCP/IP data and their functionality;

Practical knowledge of the major operating system Windows and Linux;

Practical knowledge of configuration of routers, switches and firewalls;

Good knowledge and troubleshooting of various Windows servers and other system.

Knowledge in cybersecurity will be appreciated (Ethical Hacking, Network defender, Information system auditing)

#### B. Personal Abilities

Ability to deliver under tight deadlines and work well under pressure;

Analytical and problem solving abilities;

Ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports;

Able to operate in a multicultural environment;

High level of autonomy at work, yet with profound team-spirit;

Adaptive, patient, resourceful, resilient and flexible;

Pro-active and solutions oriented.

4. Language Requirement:

Applicants must be proficient in at least one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

5. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

6. Gender Mainstreaming:

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

7. Least Representative Countries

Candidates from the following least represented countries are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Equatorial Guinea, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

8. Remuneration:

Indicative basic salary of US\$ 31,073.00 (P2 Step1) per annum plus other related entitlements e.g. Post adjustment 42% of basic salary, Housing allowance \$ 18,585.00 per annum, Housing allowance, education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10, 000.00 per annum for the internationally recruited staff and \$3,300 per child per annum for locally recruited staff).

How to Apply

All applications must reach the African Union Commission not later than 26th August 2019 through the AU Commission's website <http://www.aucareers.org>.

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not 4. More than 5 Documents in PDF Format, and not exceeding 1 MB).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

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.

Directorate of Administration and Human Resources  
Management, African Union Commission  
Addis Ababa, Ethiopia

**Contract Type**

Regular (Long Duration)

**Employment Fraction**

Full-time

**Branch**

AFRICAN INSTITUTE FOR REMITTANCES (AIR)

**City**

Nairobi