Voluntary Chief ICT Coordinator
Job Advert

Organisation Background

Network AID is a voluntary charitable nonpolitical, not-for profit making youth serving human rights organisation founded on the 16th June 2013 that seeks to contribute to national and international agenda of empowering illiterate women/girls, youth persons with disability and deprived children in society to realize their full potential irrespective of religion, ethnic background, tribes and cultural heritage. It believes in the fundamental principles of human rights, neutrality, volunteerism, professionalism, impartiality, integrity.

Network AID discourage all forms of social pressure, discrimination and social exclusion against illiterate women/girls, youths, persons with disability and deprived children. It receive and file complaint of human rights abuse and violation against illiterate women/girls, youth, persons with disability and deprive children; provides training and awareness raising on corruption, gender base violence, children's rights; HIV/AIDS; cancer; water sanitation and hygiene (WASH); harmful traditional practices/FGM; mental health and information communication technology; facilitate dialogue among key interest groups for the voice of illiterate women/girls, youth and deprived children to be heard and acted upon; conduct research/survey and advocate on issues that affect their well-being and development.

Vision
An inform society of illiterate women/girls, youths, persons with disability and deprive children for a sustainable, corrupt free, and healthy population.

Mission
Enhancing the well-being and well-welfare of illiterate women/girls, youths, persons with disability and deprive children development and participation for a productive and corrupt free society.

Brief Roles and Responsibility Chief ICT Coordinator

As Information, Communication and Technology (ICT) Coordinator you will support the development, management, coordination and implementation of the organisation ICT infrastructure (offline and online). Information and communication technologies (ICT) play a significant role in all aspect of modern society. ICT have changed the way in with we communicate with each other, how we find needed information, work, conduct business, interact with agencies, and how we manage our social and professional lives.

The ICT Coordinator provide expert technical assistance and facilitation to Network AID and partners; contribute to the ICT security.

ICT Coordinator will interact with colleagues in NETWORK AID and external stakeholders at various levels. Travel to work with field offices and interact with beneficiaries.

Report to the Chief Country Coordinator/Country Coordinator through Programme Quality Coordinator.

The ICT Coordinator is a 100% voluntary position with the possibility allowance/salary.

Requirement in Performing the Job Description

Experience

1. Experience in IT coordination
2. Knowledge of IT systems and applications, network management and help desk support troubleshooting abilities,
3. Good practical experience of managing IT systems and application, troubleshooting and repairing issues.
4. A proven relevant ICT and communication experience.
5. Profound knowledge of English, good French is desirable
6. Good knowledge of TCP/IP protocols and LAN/WAN configuration

Skills

1. Strong communication and interpersonal skills,
2. Attention to detail, and organizational and coordination skills.
3. Skills on using computers, mobile phones, tablets, cash registers and other digital technology.
4. Hardware and software development.
5. Database management and cloud computing.
6. Clear and effective communication skills, excellent organizational skills
7. Good knowledge of SharePoint and working with a CMS is a strong asset

Duration

Thirty-six (36) months with three (3) months' probations with a possibility of extension for another three (3) months

Location - Remotely

Work will be done virtual/remotely at applicant resident or anywhere deem fit with official travel to other country programme to render support and monitoring.

Reporting

All ICT Coordinators report to you directly while you report to the Chief Country Coordinator directly.

How To Apply

No curriculum vitae require. Fill the application form and send to jobs@networkaid.org and copy nnetaid@gmail.com as attachment with your name, country and position applying for at the subject (e.g. name_country_position).

Deadline

10th December 2023

Contact

Only shortlisted applicant will be contacted

For more information: www.networkaid.org/work-with-us.html