

# AFRICAN DEVELOPMENT BANK – ZIMBABWE COUNTRY OFFICE

## Local Vacancy Announcement No: ADB/13/060

<b>Position:</b> Information Technology Officer	<b>Grade:</b> LP6	<b>Closing Date:</b> 16 May 2013
<b>Department:</b> Zimbabwe Field Office (ZWFO).	<b>Supervisor:</b> Resident Representative, ZWFO	

### Objectives

The principal activities of the Infrastructure and Telecommunication Division (CIMM.2) are to ensure that the infrastructure and telecommunication systems of the Bank fit the needs of the Institution and function in an efficient and cost effective manner.

**ONLY APPLICANTS WHO ALREADY HAVE THE RIGHT TO LIVE AND WORK IN ZIMBABWE WILL BE CONSIDERED FOR THIS POSITION. THE BANK DOES NOT SUPPORT APPLICATIONS FOR WORK PERMITS AND RELOCATION.**

### Duties and Responsibilities

Under the general supervision of the Director CIMM, the incumbent will be responsible for managing the Bank's telecommunication infrastructure, multi-user network and messaging systems in the Field Office (FO). S/he will be required to run the telecommunications and network operations in the Bank's private network as well as provide day to day support to staff on the use of the Bank's business applications. The incumbent will carry the following duties:

- Manage the Bank's unified telecommunication services pertaining to voice, data transmission and video
- Ensure connectivity to all corporate applications by proactive and efficient management of the LAN/WAN multi-user environment
- Implement systems configurations as approved in the Bank's change management processes
- Install, configure, and support bank standard hardware and software, including desktops PCs, laptops, printers scanners and other relevant peripherals
- Monitor the Bank's VSAT and fiber optic networks and liaise with service providers to ensure uninterrupted services
- Administer the information systems in the FO including routine housekeeping, troubleshooting, maintenance and upgrades
- Provide technical support to FO staff on incidents on available hardware, software and

network services

- Facilitate preparation for, and conduct of videoconference sessions
- Play a key role in incident management process, including working with together with other engineers from HQ
- Be responsible for vendor contract management in the FO including enforcement of SLAs
- Assume responsibility for IT asset management in FO and the completeness of the inventory in SAP
- Liaise with the FO coordinator at the HQ for all ICT related issues and prepare weekly report
- Assist the Resident Representatives or Directors in determining training needs, equipment requirements and specifications

### **Selection Criteria (including skills, knowledge and experience required)**

- At least a master degree in Computer Science, Information Systems, or equivalent degree in Engineering or closely related disciplines
- Minimum of 4 years of relevant professional experience in ICT gained with similar multinational organization of major private or public institutions
- Proficiency in networking and communication technologies: TCP/IP networks, WAN protocols, wiring and cabling, and network management solutions
- Knowledge and experience of VSAT and IPBX technologies
- Knowledge and experience of large IT infrastructure components (server, storage and network)
- Knowledge or familiarity/exposure with/to Windows, Unix and Linux environments
- Experience and/or knowledge with QoS implementation, VoIP, WAN switching and routing, load-balancing and application-delivery solutions.
- Strong analytical skills associated to capacity to solve problems
- Excellent interpersonal skills, as well as ability to work under pressure, meeting competing deadlines
- Strong interpersonal skills; and strong analytical ability and supervisory skills
- Strong teamwork skills
- Ability to communicate in English and/or French or good working knowledge for other language.

## **Terms of Employment**

Three years on a fixed-term contract with possibilities of renewal based on performance.

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted.

Applicants will only be considered if they fully complete the online Personal History Form (PHF), available from the Bank's web site, and attach a comprehensive Curriculum Vitae (CV) indicating date of birth and nationality. The President, AfDB, reserves the right to appoint a candidate at a lower level. The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply. [www.afdb.org/jobs](http://www.afdb.org/jobs)