



West Africa Network for Peacebuilding (WANEP), a Sub-Regional Civil Society Organization whose mission is to enable and facilitate the development of mechanisms for cooperation among civil society based peacebuilding practitioners and organizations in West Africa seeks a suitable candidate for the position of **Senior IT Officer** for *immediate* employment.

**Required minimum qualifications & experience:**

- Bachelor's Degree in Information and Communications Technology or related program with 5 years or more progressive responsibility in the role of managing.
- Proven technical knowledge of ICT policy and practical experience with a wide variety of ICT management strategies and tools
- Strong knowledge of networking technologies
- Strong knowledge of web technologies
- Experience with NGO work
- Knowledge of French will be an added advantage

**Key Responsibilities:**

- Maintain WANEPs entire ICT Infrastructure at Regional Office and National Networks.
- Manage and maintain efficient network and email services i.e. Active directory and Microsoft Exchange servers.
- Maintain and implement disaster recovery technologies/policies
- Plan and carried out of periodic updates and maintenance activities on all I.T. equipment.
- Develop server backup strategy to support uninterrupted flow or work and disaster recovery
- Creates a database of WANEP inventory
- Install appropriate software, licenses, antivirus and upgrades
- Provide helpdesk support to all staff at the regional secretariat and on need-be basis to the National Networks.
- Ensures the efficient running and usage of computer equipment including printers/copiers
- Maintain network performance by undertaking network monitoring and analysis, and performance tuning, .
- Secure network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- design and conduct training programs relevant to staff/various users on standard operating procedures and best practices.
- Develop policies relevant to the IT department
- Maintain an inventory of all I.T. equipment and resources
- Upgrade network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
- Protect organization's value by keeping information confidential
- Advise Management on IT issues
- Any other duties that may be assigned by supervisor

### **Responsibility for Assets**

- Has responsibility for the protection, conservation and efficient utilisation of WANEPs ICT Infrastructure and the management of WANEPs inventory of all assets.

### **Qualities and competencies:**

- Ability to identify strategic issues and be efficient in meeting commitments, observing deadlines and achieving results
- Ability to plan and organize effectively, establish and maintain effective working relationship with colleagues and partners/clients
- Proven experience managing a large and complex network
- Ability to maintain confidentiality and discretion in all aspects and flexibility with working schedules to meet operational and organisational needs.
- Strong verbal and communication skills.
- Knowledge of French will be an added advantage
- Be between the ages of 30 and 40 years

Qualified and interested applicants should send application letters with copies of curriculum vitae to: [recruitments@wanep.org](mailto:recruitments@wanep.org) by the 5.00pm on **Tuesday 5<sup>th</sup> March 2019**.

\*\*\*Please note that only successful applicants will be contacted