Vacancy Announcement
Job Title – IT Officer

The African Technology Policy Studies Network (ATPS) is a leading Pan-African transdisciplinary network of policymakers, researchers, private sector actors and the civil society actors that promotes the generation, dissemination, use and mastery of science, technology and innovation (STI) for Africa's development, environmental sustainability and global inclusion. Its mission is to improve the quality of STI research, policy and practice for sustainable development in Africa. ATPS is seeking to recruit an **IT Officer** to be based at its Secretariat in Nairobi, Kenya**:**

Main Duties:

- Maintain and update the ATPS's website with the relevant information including ATPS research publications, articles in international journals, ATPS publication series, popular articles, book volumes, press releases, publication in the fourth estate etc.;
- Support, troubleshoot and maintain online databases, subsidiary websites and other information technology platform;
- Support and troubleshoot the ATPS email system, operating and application system software and hardware, ICT user platform, internet connection failures and the Local Area Network (LAN);
- Install and manage computer software and configuring new hardware
- Maintain and operate the ICT system updates and ICT system configuration changes;
- Perform weekly data backups on the main servers and personal computers;
- Adding/ deleting/ modifying user passwords as may be requested by the Executive Director;
- Assist in developing, updating and maintaining of the ATPS Integrated Collaborative Environment (ICE) system;
- Assist in running of the ATPS Information Resource Centre;
- Assist the team in media outreach and information dissemination related activities and supporting the implementation of relevant public events;
- Create and maintain databases in the Access and SQL;
- Assist in the implementation of the specialized systems like Pastel Accounting system, HR information systems etc;
- Update the antivirus software on the LAN and securing the ATPS information and communication, Technology Systems;

➢ Document the ICT system configurations and maintaining the systems logs;
➢ Assist with the page layout of ATPS publications and documents as assigned;
➢ Assist with the collection and dissemination of information to network members;
➢ Ensure data protection and software updates (including anti-virus, data back-up, etc) for all ATPS computers, laptop etc.;
➢ To provide additional services for the ATPS on need basis such as during emergency situations, workshops, conferences and other meetings
➢ Carry out any other duties that may be assigned by your supervisors(s) or the Executive Director;
➢ Details of these duties and performance indicators will be documented in a Forward Job Plan (FJP) that will be developed in consultations with your supervisor(s) and approved by the Executive Director. The FJP should be seen as an integral part of this contract.

Required skills and qualifications
1. A Bachelor's Degree in Information Technology or related fields.
2. At least 5 years of work experience in a similar position.
3. Excellent analytical, communication and interpersonal skills.
4. Fluency in English, written and spoken
5. Experience in working in international organizations.

Qualified candidates should send a detailed letter of interest and curriculum vitae to executivedirector@atpsnet.org with a copy to finance@atpsnet.org on or before Friday 23rd October 2020.