



EAST AFRICAN COMMUNITY

Applications are invited from suitably qualified citizens of East African Community Partner States for the following position tenable at the EAC Secretariat:

NETWORK ASSISTANT

(REF: EAC/HR/2012/012)

Grade:	G4
Organ:	EAC Secretariat
Directorate:	Human Resources and Administration
Department:	ICT
Reports to:	Senior Systems Analyst

Main Purpose of the Job:

To maintain and upgrade existing IT systems and equipment and provide user support as appropriate.

Duties and Responsibilities:

1. Maintain, upgrade and enhance existing user systems.
2. Patch installation of the back-end servers.
3. Manage user e-mails, create log on accounts and security policy settings;
4. Perform periodic data back ups on the servers.
5. Set up preventive measures of spam filtering at all levels.

6. Provide technical support on the EAC software systems such as Sun System, Trim and INSPIRO.
7. Set up LCD projectors and other IT equipment in meeting/conference rooms and offering logistical support.
8. Provide help desk support to users.
9. Provide training to interns in the Department; and
10. Promote a positive corporate culture and image of the Community.

Qualifications and Experience:

A Diploma in Computer Science and MCSE, A+ or CCNA. 5 years of working experience in busy IT environment.

Skills and Competencies:

Good computer skills, analytical skills, creative skills, problem solving, investigative skills, ability to train others, working long hours, public relations and customer care.

TERMS AND CONDITIONS OF SERVICE

This post is tenable on a five (5) year contract term renewable upon satisfactory performance.

This position is subject to the application of the Quota System.

FRINGE BENEFITS

All posts offer attractive fringe benefits including housing allowance, transport allowance, education allowance, a medical scheme, and insurance cover.

HOW TO APPLY

Interested candidates should submit their applications by registered mail, courier service, e-mail or dispatch together with Curriculum Vitae, copies of both academic and professional certificates and testimonials, names and addresses of three referees, and day time telephone contact to:

The Secretary General
East African Community
P. o Box 1096
Arusha - Tanzania.
Fax No: +255 27 2504255/ +255 27 2050281
E-mail: vacancies@eachq.org

To be received not later than **27th March 2012.**

Female Candidates are particularly encouraged to apply.

The East African Community will only respond to those candidates who meet its requirements.