

# JOB DESCRIPTION

## IT SYSTEM ASSISTANT

<b>POSITION:</b>	<b>IT SYSTEM ASSISTANT</b>
<b>REPORTS TO:</b>	<b>SRH DIGITAL MEDIA OFFICER</b>
<b>DURATION:</b>	<b>JUNE 2025 TO DECEMBER 2026</b>
<b>PROJECT TITLE:</b>	<b>i-BREAKFREE PROJECT</b>
<b>EMPLOYER:</b>	<b>ONE ECONOMY FOUNDATION</b>
<b>DUTY STATION:</b>	<b>OUTAPI, OMUSATI REGION (1 x post) EENHANA, OHANGWENA REGION (1 x post)</b>

### MAIN PURPOSE OF JOB

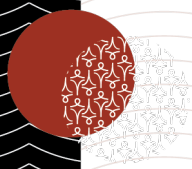
- » Administering the Information and Communication Technology Systems including applications, servers, networks, databases, and telecommunications;
- » Overseeing day-to-day operations of the Digital Hubs;
- » Educating users on the use of various software applications;
- » Providing technical support to users; and
- » Maintaining inventory and documentation.

### ROLES AND RESPONSIBILITIES

- » Maintaining and monitoring the ICT application systems infrastructure;
- » Assisting in administering the domain and ensuring the availability of resources;
- » Administering and maintaining network configurations and infrastructure;
- » Monitoring and optimizing hub performance;
- » Assisting in implementing security measures with the ICT environment;
- » Maintaining systems Security;
- » Identify and resolve known vulnerabilities across the GRN ICT Infrastructure and networks;
- » Performing various penetration testing and vulnerability scans;
- » Ensuring digital hub data security and privacy;
- » Recommending and implementing changes in security policies and practices by changes in local or international laws; creatively and independently providing resolutions to possible security problems;
- » Staying current with technology trends and issues that exist within the security community, including current and emerging technologies; and
- » Working in close collaboration with project teams, external vendors, government officials, private sector, non-government and civil society organisations.

### MINIMUM EDUCATION

- » A B-degree in Computer Science, Information Systems Management, or a related degree with Systems Administration and Networks as a specialization;
- » 2-3 years' experience in Systems or Network Administration;
- » Proven ICT skills in Microsoft Office 365 and SQL/Oracle Database management and at least one of the following: EPI Info, SAS, STATA, DHIS, Quantum e-PMS, and a web-based database;
- » Hardware/software security certification will be an advantage;
- » Proven skills in software and/or website development; and
- » Cisco/Juniper and Microsoft Certification will be an advantage.



## **MINIMUM EXPERIENCE**

- » Experience in the use of office software and the ability to contribute to the production of quality Word and Excel documents, and PowerPoint presentations;
- » Experience in designing strategies for data collection, analysis and production of analytical evaluation reports;
- » Excellent written and communication skills in English;
- » Experience with educating users on ICT;
- » Familiarity with different tools used in the repair of computer and network hardware;
- » Experience with basic programming languages such as HTML/CSS/JS/C#; and
- » Experience with various network infrastructure monitoring software such as Zabbix/Observium.

## **KNOWLEDGE AND SKILLS**

- » Good research and analytical skills;
- » Microsoft Windows Server Infrastructure;
- » Networks (LAN/WAN/SDWAN);
- » Data backup and disaster Recovery;
- » Knowledge of computer virtualization;
- » Awareness of IT security and governance;
- » Knowledge of monitoring and evaluation techniques, procedures, and protocols;
- » Capacity to train and mentor diverse stakeholders;
- » Ability and experience to work within multidisciplinary teams;
- » Expected to travel to other project sites;
- » Youth friendliness and non-judgmental attitude towards young people; and
- » Exercise ethical practices, respectful conduct and behavior towards internal and external stakeholders, and equitable treatment of others in all activities.

## **COMPETENCIES**

### **Organizational Stewardship**

Approach role and duties as a primary caretaker and steward of the organization.

### **Client Relationship Management**

Knowledge and ability to determine and satisfy current client needs and maintain a partnering relationship during engagements.

### **Strategic Thinking**

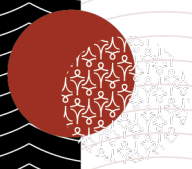
Applies organisational knowledge to identify and maintain focus on key success factors for ONE Economy Foundation.

### **Business Acumen**

Knowledge, insight, and application of business concepts, tools, and processes that are required for making sound decisions in the context of ONE Economy Foundation's business.

### **Effective Communication**

Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language (English and other required languages) appropriate to the audience.



### **Planning and Organising**

Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments and adjusts priorities as required.

### **Interpersonal Relationships**

Knowledge of and the ability to effectively interact within and across divisions, departments/Offices constructively and collaboratively.

### **PHYSICAL DEMANDS**

- » Willingness and ability to travel and to work independently;
- » Willingness to accept additional responsibilities in the limit of personal competence and capacities should the need arise; and
- » Willingness to work extended hours as required.

One Economy Foundation is an equal opportunity employer and invites suitably qualified persons to submit their applications to [vacancies@leconomy.org](mailto:vacancies@leconomy.org) and include IT System Assistant in the email subject.

Please ensure that you attach a comprehensive curriculum vitae, certified proof of qualifications and all relevant documents.

Please submit your applications on or before the closing date of **Friday, 30 May 2025.**

**Only shortlisted candidates will be contacted.**