

JOB ADVERT - PROGRAM COORDINATOR (IT OFFICER)

JOB DESCRIPTION

Program Coordinator (IT Officer) is in charge of supporting the team during the project implementation. They should understand the goals of the project and be able to operate towards achieving them. The organization will conduct a process of deep training in the issues of the Project. That is: technology, tools, methodology and contents, and other different processes.

QUALIFICATIONS

- ❖ Degree or Diploma holder in relevant field
- ❖ Excellent verbal communication skills and social empathy
- ❖ Proactively and problem solving skills
- ❖ Team working and 100% dedication to the project
- ❖ Familiar with the fundamentals of MS OFFICE i.e. Ms Word, Ms Excel and Power Point
- ❖ Applicants living in the regions Dar Es salaam and Dodoma are highly considered

DUTIES AND RESPONSIBILITIES

- ❖ Perform Organizational tasks and keep up with our organizational calendar as instructed by project supervisor
- ❖ Participate in regular review meetings and provide monthly reports according to organization's templates
- ❖ Perform trainings and support the users and beneficiaries of our project applications.
- ❖ Perform other development duties as assigned by the supervisors

EXPERIENCE

- ❖ Have an experience in performing any kind of trainings
- ❖ Experience in helping non technical people to solve technical issues
- ❖ Experience supporting IT systems in corporate or education systems will be highly valued

HOW TO APPLY

- ❖ Please send your application with relevant copies of your academic certificates and your recent CV to the following email ekikwilu@gmail.com
- ❖ Closing date for application is **MIDNIGHT ON SATURDAY 25th MAY 2019** Tanzanian Time
- ❖ Feedbacks will be given to applicants who succeeded to the interview stage

NOTE:

Our organization's is dedicated to equal opportunities in its staffing policies and goes not discriminate on the grounds of race, gender, age, or religion. Women are highly encouraged to apply.