URGENT ACTION FUND + AFRICA
FOR WOMN'S HUMAN RIGHTS

Position Title	ICT & Database Assistant
Position Location	Harare, Zimbabwe Office
Reporting to	ICT & Database Officer
Contract Type	Open-Ended
Start Date	January 2023
Vacancy Announcement Date	15 November 2022
Applications Closing Date	12 December 2022

Who we are

Urgent Action Fund (UAF-Africa) is a feminist, Pan-African, rapid response fund committed to transforming power relations through resourcing African feminists and womn human rights defenders and their formations as an act of solidarity. We are a part of the ecosystem of feminist and womn's movements in Africa and globally. In character, we are bold, courageous, proactive, responsive, creative, rigorous, curious, alert, agile, imaginative, grounded, consistent, and reliable. As a rapid response Fund, we are ready, alert, and agile to respond to and prioritise the urgent needs of womn in various movements. Registered in Kenya and Zimbabwe and operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi & Makuyu- Kenya, Kampala-Uganda and Addis Ababa-Ethiopia; North Africa: Cairo-Egypt; Central Africa: Bujumbura- Burundi; Southern Africa: Harare -Zimbabwe, Lilongwe & Blantyre -Malawi, Antananarivo, Madagascar, Johannesburg & Capetown-South Africa, and West Africa: Benue State -Nigeria and Parakou-Benin and Yaoundé and Doula Cameroon and Lomé, Togo. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant-making mechanism to support unanticipated, time-sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

Position Overview

Reporting to the ICT Officer, the ICT Assistant will ensure efficient ICT service delivery to the Fund and maintains the Fund's database. The candidate supports in providing consistent and professional technical ICT support to all UAF-Africa staff and Board stationed virtually on the African continent.

Specific Responsibilities
- Respond to ICT user requests and coordinate in the management of the user helpdesk.
- Set-up of ICT equipment (laptops and phones) for new staff and when new equipment is purchased or during computer replacements.
- Troubleshoot problems, hardware components, desktop operating system software, and application software.
- Carry out preventive maintenance of hardware equipment including cleaning of equipment.
- Setting up and supporting teleconference & video conference meetings and administration of virtual tools used by the fund. This includes happy hours and staff meetings recordings.
- Monitor backup systems and procedures and conducting backups for staff.
- Install, monitor, and perform updates for the antivirus software.
- Update the ICT equipment inventory and ICT record-keeping.
- Develop and provide user training for basic hardware and software.
- Creating and maintaining procedures and tools for correct recording and progress of IT support requests.
- Perform minor repairs to equipment and arrange for other servicing needs.
- Assists in the installation of commercial and in-house software and related upgrades.
- Develop and provide user training for basic hardware and software use.
- Provide support in developing tools, Work with Microsoft Office and SharePoint platform.
- Maintain a detailed inventory of all UAF-Africa ICT assets issued to all staff, interns, and consultancy.
- Perform other tasks within projects as assigned.

Qualifications
- Degree in Computer Science, Information Technology, or equivalent qualification.
- French Language skills an advantage.

Skills and Experience
- Minimum of 1-2 years relevant experience for degree holders and (2-3) years relevant experience for diploma holders.
- Excellent organizational skills and ability to multitask.
- Excellent communication skills.
- Flexibility and willingness to travel on the African continent and beyond as and when required.
- An understanding of gender equality and womn's rights issues, particularly in politically unstable and post conflict African settings.
- Familiarity with the womn's rights development needs in Africa.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving.
- results and building effective teams.
- Excellent inter-personal, public speaking, writing and negotiation skills.
- Understanding of Computer (laptop/desktop), hardware and software, Microsoft Office suite, MacOS and Windows.
- Experience working in a virtual work environment an added advantage.

Work Environment

UAF-Africa is an equal opportunity employer and does not discriminate in its hiring practices. UAF-Africa actively seeks a diverse applicant pool to build the most robust possible workforce. The Fund is committed to creating an inclusive environment for all employees. The position will be based in Harare, Zimbabwe.

How to Apply

Candidates interested in applying for this role need to register on the UAF-Africa website & apply for this role using the below link:

http://uafahrrec.peopleshr.com/

No phone calls, please.

We thank all those who apply, but only shortlisted candidates will be contacted. To learn more about UAF-Africa and our programs, please visit our website at http://www.uaf-africa.org/.