JOB TITLE:	IT Officer X 2
REPORTS TO:	IT Manager
FUNCTIONAL AREA:	Operations

ABOUT THE ORGANIZATION

The Open Society Foundations work to build vibrant and tolerant democracies whose governments are accountable and open to the participation of all people.

The vision of Open Society-Africa is to build a globally respected, vibrant, and integrated Africa, characterized by democratic governance, sustainable development, and economic systems that deliver more just, inclusive, and accountable outcomes with and for the people and the environment in Africa.

In pursuit of this vision, Open Society-Africa's mission is to deepen people-generated democracy, accountable governance, and inclusive development in Africa through strategic and participatory grantmaking and by strengthening gender justice.

JOB PURPOSE

The **IT Officer** role is responsible for managing and maintaining databases, information catalogues and web resources and ensuring that the information they manage is safe, secure and easily accessible.

The IT Officer role works to set up new technologies—calibrating the technical bits, configuring systems and providing everyday technical support for the individuals using the computer systems and IT network.

The IT Officer is also responsible for identifying and procuring information they regard as valuable for Open Society-Africa, testing new products, running maintenance checks and keeping up-to-date with information security issues.

As an IT Officer at Open Society-Africa, you will be responsible for:

- Ensuring that the computer systems, IT infrastructure, software and hardware are maintained, updated and repaired to minimize downtime and improve availability of the technological functioning ability.
- Budgeting
- External and Internal Communication
- Project Management
- Research and Recommendations
- Strategic Planning
- Knowledge Management

TECHNICAL SKILLS

Analytical Processes, Assessment, Planning and Organizing, Presentation Skills, Reporting, Service Delivery, and Writing Skills.

INDIVIDUAL COMPETENCIES

Advancing Diversity and Inclusion, Expertise, Getting the Right Things Done, Leading Change, Managing Time and Money, Strategic Thinking, Working Well with OSF Colleagues, and Working Well with Others.

EDUCATION

University or equivalent.

EXPERIENCE

- At least 7 years' relevant experience in IT-related work.

- Knowledge of the operations-related principles, procedures, and best practices in the field.

- Knowledge of data analytics and reporting.

- Substantive knowledge of key governance and rule of law issues in Africa.

If this sounds like the position you have been looking for, please submit your cover letter and CV via [Formstack](#). We look forward to learning more about you.

Only shortlisted candidates will receive a response. Open Society-Africa is an Equal Opportunity Employer.