

ARDHI UNIVERSITY



TEMPORARY EMPLOYMENT OPPORTUNITY

ICT OFFICER II (1 POST)

Ardhi University subscribes to the policy of an equal opportunity employer and therefore invites applications from candidates who are interested to work in a thriving University environment and have pre-requisite skills, qualifications and experience for ICT Officer II post on temporary basis as indicated below:

Required Qualifications:

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent from a recognized institution.

Duties and Responsibilities:

- i) To assist in performing systems analysis and design;
- ii) To assist in implementing, performing and configuring systems (testing, software validation & verification);
- iii) To assist design, install and configure and review LAN and WAN infrastructure;
- iv) To test network equipment, devices and perform network troubleshooting;
- v) To assist in implementing network security plan and security policy for website;
- vi) To assist in selecting create, manage and produce appropriate multimedia software and hardware tools;
- vii) To develop logical and physical models for different systems;
- viii) To develop systems documentation;
- ix) To test web pages, update and manage web site and web server;
- x) To design, develop, implement and test database;
- xi) To perform database administration and maintenance;
- xii) To ensure software patches are implemented timely;
- xiii) To install, configure, and update antivirus software;
- xiv) To alert users on various security risks, threats and vulnerabilities;
- xv) To perform systems, audit on regular basis;
- xvi) To implement security mechanisms and controls; and,
- xvii) To perform any other related duties as may be assigned by Supervisor.

Salary scale: PGSS 7

GENERAL REQUIREMENTS FOR ALL APPLICANTS

Applicants must submit signed application letters accompanied with the following:

- a) Certified copies of relevant academic and professional certificates;
- b) Applicant's current CV, which indicates three names and addresses of referees;
- c) National Identity Card (NIDA) or NIDA number; and
- d) TCU verification for foreign Country Degree Certificate

Applications should reach the University by using the address below **not later than 2nd November, 2023.**

**The Deputy Vice Chancellor (Planning, Finance and Administration),
Ardhi University,
P.O. Box 35176,
Dar es Salaam.**