REQUEST FOR EXPRESSION OF INTEREST FOR THE INFORMATION TECHNOLOGY EXPERT

Institution: **Centre for Tobacco Control in Africa (CTCA)**
Project Title: **Enhance Tobacco Control Institutional Capacity in Africa**
Expression of Interest Number: CTCA/EOI/ G339/2024

1. Introduction:

The Centre has received funding from the African Capacity Building Foundation (ACBF) for the 2024-2026) to implement a project on institutional development. The project investments are geared towards sustaining human resource capacity and knowledge generation to reduce use of all forms of tobacco products in Africa.

Specifically, the project aims to:

1. Enhance training opportunities for African governments and relevant actors in tobacco control in the continent.
2. Increase access to knowledge for guiding tobacco use prevention and control in Africa.
3. Reinforce the institutional development of CTCA for an optimal performance of its functions and processes.

Therefore, CTCA is seeking the services of an Information Technology Expert to manage the Centre's IT function. The overall responsibility of the Information Technology is to support CTCA IT Infrastructure through designing, implementing, and maintaining applications required to facilitate IT operations for enabling integration and e-operations to establish a robust MIS.

2. Duties and Scope of Work

Specific Provisions

The specific duties include:

- Install, configure, and provide sufficient user support for computing hardware and software.
- Maintain and update systems for keeping an inventory of equipment.
- Install and maintain updated anti-virus software on all computers and servers.
- Provide technical guidance on external contractor and suppliers for IT products and services.

- Update CTCA webpage regularly to enable effective communication and raised CTCA visibility.
- Maintain the CTCA intranet/share point server.
- Maintain the online resource Centre for all information related to tobacco control working with the communication expert.
- Manage regular database housekeeping tasks.
- Ensure IT operations follow policy provisions and standards.
- Maintenance of the local area network and implementing local security policies.
- Develop and upload materials for the CTCA website and social media platforms.

3. Person Specifications for the Post

a) Bachelor's degree in information technology.
b) Minimum of Five years of professional experience in IT of Reputable organization
c) Conversant with both hard and software operations
d) Trained in Cyber security to be able to analyze and protect CTCA information against intruders.
e) Excellent command in English. Fluence in French is an added advantage.
f) Skills and abilities:
   - Excellent analytical skills
   - Ability to work independently to efficiently meet deadlines.
   - Strong interpersonal skills and teamwork
   - Excellent oral and written communications
   - Flexibility and ability to respond promptly to asks when needed.
   - Ability to with stakeholders.

4. Expected Key Deliverables
The Officer will be expected to deliver on the following;

- Functional and live CTCA Website
- Functional CTCA Internet
- Integrated CTCA MIS where all functional areas are linked.
- Technical and financial evaluation guidelines.
- E-coordinated 2nd Africa Tobacco Control Conference

5. Reporting
The IT Expert will work under the day-to-day supervision of the CTCA Chief Operations Officer/Centre Manager.

6. Renumeration
The Technical resource will work and be remunerated on effort basis/retainer subject to statutory provisions as required by the Ugandan law.

7. Selection of best candidate

The best candidate will be selected on merit in accordance with the Selection Based on the Individual Qualifications and experience. The applicant should have no relationship with Tobacco Industry and will be required to declare Conflict of Interest (DoI).

8. How to apply

Interested and suitably qualified candidates may apply for the post by:

Submitting a motivation letter clearly marked as "Expression of Interest <u>for the position of Information Technology Officer CTCA/EOI/G339/2024</u>" in soft copies at the address below not later than 17:00 hours on the 8th April, 2024.

a) In addition to the requirement in (a), interested applicants should submit:
   i)   an application letter,
   ii)   a CV with contacts of 3 professional referees, and
   iii) a copy of all relevant academic documents.

b) Applications may be sent to:

Email: eoi@ctc-africa.org

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