

VACANCY ANNOUNCEMENT	
Post Title:	IT assistant
Organization:	CESVI
Duty Station:	Nairobi - Kenya
Duration:	3 months
No. of Post:	1
Classification	TL1
Announcing Date:	6 th June 2018
Closing Date:	15 th June 2018
Background:	
Job Summary:	<p>Duration: 3 months renewable (depending on funds availability).</p> <p>Main duties & responsibilities</p> <ul style="list-style-type: none"> ○ Develop an IT policy in collaboration with the HR and Logistic coordinator. ○ Check that all the IT equipment and system (including internet) are in line with the IT policy. ○ Organize the monthly technical maintenance of CESVI IT system (including internet) and equipment, and prepare the maintenance reports. ○ Manage the procurement process related to any IT system (including internet) and equipment, in collaboration with the procurement department. ○ Develop an intranet and/or a share point for CESVI Kenya and Somalia. ○ Develop a stock management database, in collaboration with the HR and Logistic coordinator. ○ Perform any other duties assigned by the supervisors <p>SKILLS</p> <ul style="list-style-type: none"> ● Professionalism ● Exceptional organization, time management, and attention to detail ● Maintain confidentiality ● Strong computer skills with VBA, HTML, SQL, java and PHP ● Fluent in English ● Team player, flexible ● Good communication skills
Qualification	Diploma /Degree in IT or relevant qualification No previous experience required
Submission Guidelines:	Please send your CV (max 3 pages) and Cover Letter to the Human Resources Department email address: recruitment.nairobi@cesvioverseas.org Only the CVs shortlisted will be contacted.