EAST AFRICAN COMMUNITY
EAST AFRICAN SCIENCE AND TECHNOLOGY COMMISSION

1.0 BACKGROUND

East African Science and Technology Commission is a newly established Institution of the East African Community (EAC) with its Headquarters in Kigali-Rwanda. The core function of EASTECO is *to promote and coordinate the development, management and application of Science and Technology to support regional integration and socio-economic development.*

The EASTECO would like to utilise part of its funds from EAC Partner States to recruit an Information and Communication Technology Specialist (G5).

Applications are hereby invited from suitably qualified citizens of Rwanda, Kenya, Uganda, South Sudan and Burundi for the position of **Information and Communication Technology Specialist-G5** which is vacant at the East African Science and Technology Commission (EASTECO),

2.0 (REF: EAC/EASTECO/HR/01-05-18) - INFORMATION AND COMMUNICATION TECHNOLOGY SPECIALIST (1 Post).

Grade: G 5

Reports to: PRINCIPAL ADMINISTRATIVE OFFICER

Organ/Institution: EAST AFRICAN SCIENCE AND TECHNOLOGY
                                         COMMISSION

Duration of Contract: 1 YEAR

Station: EASTECO Secretariat Headquarters, Kigali, Rwanda

3.0 Main Purpose of the Job:

The Information and Communication Technology specialist shall have the functional role of planning and coordinating implementation of information communication Technology (ICT) systems and Strategies. The functional responsibilities will be to coordinate the EASTECO Information systems network; Plan, direct and manage internal ICT systems involving feasibility studies, systems analysts and design; evaluation, configuration and installation of software systems and tools; manage local, intra and wide area networks; manage bandwidth and -e-security; design and update web portals; websites and sub-websites and provide webmaster services.

4.0 Duties and Responsibilities:

   i.   Plan and coordinate implementation of ICT systems and strategies.

   ii.   Coordinate EASTECO information systems network.

   iii. Direct and Manage internal ICT systems involving feasibility studies, system analysis and design.

   iv. Coordinate evaluation, configuration and installations of software systems and tools.

   v.   Manage local, intra and wide area networks, bandwidth, e-security.

   vi. Design and update web portals and websites.

   vii. Coordinate activities of functional sections within the department.

   viii. End user support

   ix. To perform any other duties as may be assigned by the Management from time to time.

5.0 Key Performance Indicators

   i.   ICT strategies policies, procedure and systems developed.
   ii.   Functional ICT system in place.
   iii. Timely submission of reports on implementation of ICT strategies.
   iv. Number of developed systems and databases designed.
   v.   Number of Project proposals developed to mobilize funds for ICT projects.

6.0 Work Experience

Minimum 5 years' experience in ICT projects management and/or ICT leadership

7.0 Key competencies

1. Ability to Diagnose Problems

2. Attention to Detail

3. Analytical Thinker

4. Communication Skills

8.0 Remuneration and Fringe Benefits:

The job is at EAC G5 scale with corresponding Salary specified for it.

9.0 Age Limit:

The candidate must not be **more than 55 years** old.

10 How to apply:

Interested candidates should submit their applications by registered mail, courier service, e-mail or dispatch together with Curriculum Vitae, copies of both academic and professional certificates and testimonials, names and addresses of three referees, and day time telephone contact to:

The Executive Secretary,
East African Science and Technology Commission Secretariat
Telecom House, 2nd Floor, Kigali-Rwanda.
Webpage: www.easteco.org

Email:info@easteco.org

To be received not later than **11TH June 2018 at 5PM East African Time.**

The EAC is an equal opportunity employer. Female candidates are encouraged to apply. EASTECO Secretariat shall only respond to those candidates who strictly meet the set requirements.