

## JOB VACANCY

### EAST AFRICAN COMMUNITY CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY



#### INFORMATION TECHNOLOGY OFFICER(P1) (REF: CAS/HR/002/2017)

The Civil Aviation Safety and Security Oversight Agency (EAC-CASSOA) is a self accounting institution of the East African Community. The Agency is looking for a highly motivated, result-driven and qualified professional from citizens of East Africa Community Partner States to fill the following position in the EAC-CASSOA.

<b>JOB TITLE:</b>	<b>INFORMATION TECHNOLOGY OFFICER</b>
<b>GRADE:</b>	Professional Grade (P1)
<b>REPORTS TO:</b>	Senior Information Technology Officer
<b>DUTY STATION:</b>	EAC-CASSOA Headquarters in Entebbe, Uganda

#### 1. Main purpose of the Job

Ensure efficient and effective management and maintenance of the Information and Communication Technology systems of the Agency.

#### 2. Duties and Responsibilities

- Ensuring smooth running of computer systems and ensuring users get maximum benefits from them.
- Installing and configuring computer hardware, software, operating systems, applications networks, printers and scanners.
- Monitoring and maintaining computer systems and networks.
- Planning and undertaking scheduled maintenance, upgrades.
- Troubleshooting and resolving network systems, hardware or software faults
- Coordinating maintenance, servicing and repair of computer telecommunication and office equipment.
- Monitoring and maintaining CASSOA internet and electronic systems, AC equipments and generators.
- Maintaining records of software licences.
- Providing support, including procedural documentation and relevant reports;
- Setting up new users' accounts and profiles.
- Carrying out regular scheduled back up procedures.
- Ensuring the website is up to date.
- Ensuring the security of Agency IT systems.

## **JOB VACANCY**

- Ensuring implementation of the Agency's IT Disaster Recovery Plan.
- Performing any other duties as may be assigned by the supervisor.

### **3. Education**

- A Bachelor's degree in Computer Science /Computer Engineering/ Information Technology or equivalent qualification from a recognized university.
- Practical Knowledge supported with certificates in web designing/development, Programming, hardware maintenance and networking is an added advantage.

### **4. Experience**

- At least six (6) years' experience in the field of Information Technology, particularly in area of data management, systems administration and Integration.
- Hands-on experience with computer networks, network administration and installation.
- Experience in UNIX, LINUX, IP Network routing system, and security infra-structure.
- Certifications of CCNA, CISA, MCSE/MCTS or OCP is an added advantage.
- Experience in the use and administration of Sunsystems is an added advantage

### **5. Skills and Competencies**

- ✓ Excellent communication and interpersonal skills.
- ✓ Analytical, strong problem solving skills/ troubleshooting capabilities.
- ✓ Quick learner.
- ✓ Flexibility and ability to cope with change.
- ✓ Team player.
- ✓ Proactive

### **6. ELIGIBILITY FOR APPLICATIONS**

This vacancy is open to all citizens of EAC Partner States.

### **7. TERMS AND CONDITIONS OF SERVICE**

The above is an established position within the Agency's organization structure and is tenable for a contract of five (5) years renewable once subject to satisfactory performance and age limit requirements.

### **8. EDUCATION QUALIFICATIONS**

All candidates applying for the above position must have qualifications that are recognized by the relevant national accreditation body in their respective Partner State. This condition is applicable for locally and internationally attained qualifications.

### **9. RELEVANT WORK EXPERIENCE**

Internship, training and apprenticeship will not be considered as relevant work experience.

## JOB VACANCY

### 10. SALARY AND FRINGE BENEFITS

The established position offers a competitive salary and attractive fringe benefits including house allowance, education allowance, a medical scheme and insurance cover among others.

### 11. AGE LIMIT REQUIREMENTS

Applicants should not be more than **55 years old by 1<sup>st</sup> July 2017**.

### 11. HOW TO APPLY

Interested candidates who meet the requirements are advised to send their application letters, duly filled and signed EAC-CASSOA Personal History Form, photocopies of academic degrees, professional certificates/licenses and a copy of national identity card, birth certificate or passport showing the date of birth **not later than 15<sup>th</sup> May 2017**, quoting the job advert reference number of the position applied for. The applications should be sent via email (all soft copies should be in MS Word or Adobe Acrobat) or in hard copies and addressed to:

#### THE EXECUTIVE DIRECTOR

EAC CASSOA

P O Box 873,

ENTEBBE

UGANDA,

Email: [recruitment@cassoa.org](mailto:recruitment@cassoa.org)

#### Note:

1. The recruitment of the above job will be subject to the EAC Quota system.
2. You may submit your application either electronically or in hard copy but not both.
3. Applications which do not indicate nationality and age, the reference number, a signed application letter, duly filled and signed EAC-CASSOA personal history form, do not include copies of academic degrees, other professional certificates and three referees shall be disqualified.
4. Only short-listed candidates will be contacted.