

Job Title: IT Associate

Organization: Children's Rights and Violence Prevention Fund (CRVPF)

Duty Station: Kampala, Uganda

Reports to: CRVPF- Program Director

ABOUT CHILDREN RIGHTS AND VIOLENCE PREVENTION FUND (CRVPF)

Children's Rights and Violence Prevention Fund (CRVPF) is a regional child rights and social justice intermediary organization. CRVPF advances the safety and rights of children and young people in Uganda, Kenya, Tanzania, and Ethiopia. CRVPF partners with community organizations to prevent violence including sexual violence against children and young people. We build children and young people's power and agency to make the right choices and decisions and facilitate access to safe and dignified employment opportunities.

CRVPF works with community organizations as an effective avenue for reaching vulnerable children, young people, families, and communities because these organizations have closer proximity, adaptability, trust with communities, efficiency, and can contextualize interventions. The community organizations and their leaders are the basis for building community movements that advocate for children and young people's issues. CRVPF collaborates with a diverse range of community organizations, local NGOs, media organizations, training, and research institutions working at community levels to prevent violence and advance the rights of children and youth. These partners reflect our values through local ownership of change, using funds responsibly and working with long-term sustainability.

About the program

CRVPF is anticipating the Empower Youth through Data and Community Development (EYDCD) program. At the individual level and institutional levels, by strengthening and leveraging community-based structures, this program aims to improve the lives of young men and women in disadvantaged communities in Uganda by providing technical market-facing skills and capacity building for entrepreneurship, and employment. Over a five-year, EYDCD aims to reach 400,000 young people and enable the creation of 250,000 new and sustained dignified and fulfilling work opportunities (70% young women) while strengthening & digitizing 3,000 youth-led VSLAs. To accomplish the above, the initiative will collaborate with 200 local grassroots Community-Based Organizations (CBOs).

At a system level, the program aims to foster financial inclusion & promoting digital identity for young people (invisible and bootstrappers enterprises) by leveraging mobile transactions &

alternative data working with the biggest telco companies in Uganda – Airtel and MTN to enable data-driven credit decisions using credit scoring. This becomes an asset to assess their creditworthiness – for the distribution of affordable credit, devices, among other digital financial products and services. This will serve both young people and their community-based savings groups, i.e., VSLAs or SACCOs who have for long been seen as expensive to serve and reach.

The Position

The IT personnel will support CRVPPF programs by offering fully managed technology solutions, implement the CRVPPF IT strategy that allows managing bug fixes, backup data, update software, and systems maintenance ensuring that all IT systems operate at peak efficiency.

Key Outputs

- User PCs configured and installed.
- User software on all user PCs installed.
- Operational computer networks ensured.
- Email server function managed.
- Anti-virus and Anti-spam systems maintained.

Key Duties and Responsibilities

- Set up CRVPPF user PCs (and their operating system, if necessary)
- Ensure the optimum performance of IT software.
- Update the PCs software with new versions as required.
- Maintain close working relationships with software IT teams.
- Ensure that IT systems are operational.
- Assist CRVPPF teams with setup, testing, and implementation of IT software.
- Install the required user software on PCs, configure servers, switches, routers, hubs, users, client PCs and network printers for proper sharing and access to network services according to the set policies.
- Give basic operational support to staff on IT systems used at CRVPPF.
- Participate in conducting IT training workshops at CRVPPF.
- Administer the network firewall and overall internal network security.
- Monitor the network's technical performance and recommend appropriate measures.
- Coordinate routine maintenance of CRVPPF IT hardware!

- Administer and manage the e-mail server for efficient handling of staff e-mail services.
- Maintain up-to-date Anti-virus and Anti-spam systems across the network.
- Educate staff about the best practices to avoid virus/spam risks.
- Perform routine backups and archival of all files stored on the network to assist with disaster recovery.

PERSON

SPECIFICATION:

Minimum Academic Qualifications:

Degree in Computer Science, Information Technology, Software Engineering or relative field

Required Experience and Skills

- Knowledge of MS Windows Linux operating systems
- Knowledge of MS Office suite of programs
- In-depth knowledge of computer network system protocols (IP addressing, TCP/IP networks)
- Good knowledge of the procedures used in the installation, modification, maintenance and repair of IT hardware and software Server and Desktop Virtualization

Key Skills

- Skills in application software and statistical packages used at CRVPF
- Skills in the administration of MS Windows or Linux server operating systems
- Communication and Training skills

Other Qualities/Attributes

- Ability to work with minimal supervision.
- Flexible attitude and ability to perform under pressure.
- Commitment to quality and thoroughness

Job application procedure

Combine all your application documents i.e., cover letter, CV and certified copies of academic documents into one PDF document, **and send your application to careers@crvpf.org, and copy edith.tendo@crvpf.org**

CRVPPF is an equal opportunity employer and does not ask for money at any stage of recruitment. The information shared by any applicant will be safeguarded and solely used for the purpose of recruiting an individual best suited for this role.

Only online applications submitted via email will be accepted. Consider your application unsuccessful if not contacted within five (5) weeks after the closing date of the advert.

The position is based in Uganda, Kampala on-site. The deadline for Applications is September 29th, 2023