

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE AND ECONOMIC AFFAIRS**



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Kivukoni Front/Ohio Street,
P. O. Box 8327,
Dar es Salaam,
Tanzania.



MILLENNIUM CHALLENGE ACCOUNT – TANZANIA

VACANCY

The Millennium Challenge Account-Tanzania (MCA-T) is an Accountable Entity under the Ministry of Finance and Economic Affairs responsible for the implementation of a five-year Compact package consisting of various infrastructure projects funded by the US Government. MCA-T is a semi-government institution with a Governing Board responsible for the supervision of Program implementation. In order to achieve the Compact objectives, suitably qualified Tanzanians are invited to fill the **Information Technology Technician vacant post**. Details of duties and responsibilities for the post are also available in our website: www.mca-t.go.tz.

POST: INFORMATION TECHNOLOGY TECHNICIAN

LOCATION: DAR ES SALAAM

Reporting: The Systems and Website Administrator

Main Duties and Responsibilities

The main task of an Information Technology Technician is to provide assistance and technical support to end users on hardware and software applications.

Duties and responsibilities of the Information Technology Technician include (but not limited to) the following:

- Work closely with the Systems and Website Administrator on matters relating to electronic data and hardware management;

- Ensure that users of computer systems and peripheral devices are working effectively and take necessary measures to rectify where there is a failure or malfunction;
- Coordinate with the IT service providers and ensure proper maintenance of records related to preventive services and maintenance of computer systems and related peripheral devices;
- Perform checks to insure that the internet connections are up and running. The Technician will also contact the Internet Service Provider in resolving internet connectivity problems;
- Provide technical support to computer systems and peripheral devices end users with the view to resolve problems;
- Prepare and submit to the Systems and Website Administrator progress reports on a timely manner;
- Ensure an effective and economic use of MCA-T assets; and
- Perform any other duties and responsibilities as may be assigned or requested for from time to time by the Assistant Director IT and/or Systems and Website Administrator.

Qualifications and Experience

- Holder of at least a Bachelors Degree in Computer Science/Information Technology/Computer or Systems Engineering or relevant field from a recognized institution.
- At least one year working/field experience in the area of computer hardware, software and Local Area Network (LAN) technical support.

ADDITIONAL ATTRIBUTES TO ALL APPLICANTS

- Oral and written fluency in Kiswahili and English;
- Demonstrate ability to work collaboratively with national and international stakeholders and counterparts;
- Ability to work with multidisciplinary teams and institutions;
- Responsible, flexible attitude and capability of managing a variety of tasks with minimal supervision.
- A person with a good track record, honest, impartial, high integrity and ability to learn fast

REMUNERATION

Competitive pay packages will be offered to the right candidate based on the applicants' qualifications and experience.

MODE OF APPLICATION

- Interested candidates should send their application letters written in own hand and supported by detailed Curriculum Vitae (CVs), copies of certificates , certified academic transcripts and two recent passport size photo to reach the undersigned **on or before 5th August, 2010 at 10:00 am** in Room 217 at the MCA-T Offices, NDC Development House, Kivukoni/Ohio Street Dar es Salaam.
- Applicants should indicate reliable contact postal address and telephone numbers;
- Names and contact addresses of three referees;
- Applicants who are serving in the Public Service must route their applications through their respective employers;
- Any application without relevant documents will not be considered;
- Women candidates are encouraged to apply in confidence;
- Only short listed candidates will be called for an interview on a date to be decided later.

MODE OF ENGAGEMENT

Three years contract.

All applications must be sent to the:

Chief Executive Officer,
Millennium Challenge Account-Tanzania,
Tel: 2124634
Fax: 2124644
P. O. Box 8327,
DAR ES SALAAM