SHELTER AFRIQUE
Financing Affordable Housing for Africa

VACANCY ANNOUCEMENT

Consultant: Short-term ICT Officer
Location: Nairobi, Kenya
Contract type: Individual
Languages Required: English, French will be an added advantage
Expected Start Date: Immediate
Expected Duration of Contract: Eighteen (18) months

BACKGROUND

SHELTER-AFRIQUE is a Pan-African development finance institution dedicated to investing in housing and urban development in Africa. The Company provides advisory and developmental financing solutions for major affordable housing projects, as well as credit lines to financial institutions to finance access to affordable housing in the 45 African countries. The Company has its headquarters in Nairobi with regional offices in Cote d Ivoire (Abidjan) and Nigeria (Abuja).

OVERVIEW OF ROLE

The Short-term ICT Officer will be based in Nairobi, Kenya and will support delivery of several ICT strategic initiatives focusing on business continuity, implementation of information systems geared towards business process automations such as credit origination, enterprise risk management, records management among others.

ROLES AND RESPONSIBILITIES

- Produce technical specifications to meet business requirements for implementation by ICT technical colleagues or external suppliers.
- Lead on small-scale projects per work plan or as directed by ICT Management.
- Undertake in conjunction with ICT and business colleague's user acceptance testing arising from any new or modified business or system change.
- Support and contribute to the implementation of business systems targeting automation of credit operations and administration, enterprise risk management, records and information management among others.
- Provide user training on common business applications and use of systems.
- Undertake in conjunction with ICT and business colleague's user acceptance testing arising from any new or modified business or system
- Install and configure computer hardware operating systems and applications.

- Undertake such other duties as may be requested by the ICT Manager to support delivery of the ICT digital transformation and the Organization's business plan.

REQUIRED SKILLS AND EXPERIENCE
- Degree in Computer Science, Information Technology or equivalent.
- Minimum of 5 years' experience in technical IT role, preferably in an international financial institution environment.
- Excellent technical knowledge of and experience with a variety of technologies, including Microsoft Active Directory, Microsoft and Linux server technologies, Microsoft Office 365 and Exchange, cloud-based storage systems, Windows OS, MS Office suites.
- Working knowledge and experience in the implementation and support of credit management systems; governance, compliance, and risk management (GRC) systems, Enterprise Resource Planning (ERP) systems, Electronic Document management systems among others.
- Desired Professional qualifications:
  - Certifications in Microsoft Windows and Linux/Unix Operating Systems.
  - Certifications in virtualization technologies: VMware, HyperV e.t.c.
  - Certifications in ICT, business analysis, and networking i.e. CCNA/CCNP/CCSP will be an added advantage.
  - Cloud Certifications such as AWS, MS Azure, and VWARE will be an added advantage.
- Excellent project management skills and proven task execution (getting things done).
- Excellent problem-solving skills coupled with analytical mindset.
- Exceptional interpersonal skills.
- Excellent written and verbal communication skills.
- Self-driven with minimal supervision

REMUNERATION
The consultant will receive a monthly lump sum fee. No additional benefits or per diems will be paid. The consultant is responsible for his/her own health insurance and accommodation costs. The company will cover full costs of any required missions and provide per-diem in accordance with rules governing consultant mission travel.

APPLICATIONS
Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae, as well as the names and addresses of their three (3) referees, to the following address: hr@shelterafrique.org

Applicants must indicate the position for which they have applied in the subject line of their email. The deadline for submission is 5th August 2022.

Only shortlisted candidates who meet the above requirements will be contacted.
We invite you to learn more about Shelter-Afrique and this role by visiting our website :
http://www.shelterafrique.org