

### Information Technology Officer

<b>Titre du poste :</b>	<b>Information Technology (IT) Officer Consultant</b>
<b>Localisation :</b>	<b>Port -au-Prince</b>
<b>Projet :</b>	<b>Meeting Targets and Maintaining Epidemic Control (EpiC)</b>
<b>Superviseur Direct</b>	<b>Associate Director, Finance and Administration</b>
<b>Date de publication :</b>	<b>Le 14 février 2023</b>
<b>Date limite des dépôts de candidatures :</b>	<b>Le 24 février 2023 à 16 :00</b>
<b>Courriel pour soumettre les dossiers :</b>	<a href="mailto:EpiCHaiti@fhi360.org">EpiCHaiti@fhi360.org</a>

#### Project Overview

Meeting Targets and Maintaining Epidemic Control (EpiC), a five-year global project funded by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID), is dedicated to achieving and maintaining HIV epidemic control. EpiC is led by FHI 360 with core partners Right to Care (RTC), Palladium, Population Services International (PSI), and Gobe Group. The project also draws upon regional resource partners to provide technical assistance, as well as global resource partners who bring unique capacities. EpiC has been modified to accept Pillar 2 Covid-19 funding to prevent, prepare for, respond to, and bolster health systems to address COVID-19 and reemergence.

#### Description

FHI 360 is seeking for an **Information Technology (IT) Officer** candidates for the Meeting Targets and Maintaining Epidemic Control (EpiC). This position reports to the EpiC Associate Director, Finance and Administration, he will be based in Port-au-Prince and the holder of the position will be a back-up for the related responsibilities:

The IT Officer will be responsible for managing and supporting FHI 360 IT systems. This position requires technical skills and excellent communication skills.

## **Responsibilities**

- Support Windows PCs (XP/Microsoft Office 365).
  - Ensure Windows and other software is maintained and that patches are promptly applied on computers in the local office
  - Ensure anti-virus software is kept current.
  - Ensure information is backed up and maintained in accordance with RTI policies and procedures.
  - Provide user support on hardware, networking, and software-related issues.
- Configure and troubleshoot laptops/desktops/printers.
- Install network printers.
- Ensure that the internet is working properly in project office and field sites.
- Configure email on Outlook for new staff and troubleshoot email issues in coordination with Headquarter IT office.
- Provide first level of support to maintaining network infrastructure including ISP, router, and Ethernet switch.
- Coordinate data requests from project staff and project sites.
- Advise Associate Director, Country Finance and Administration as required on IT procurement and systems development and liaise with subcontractors to develop required IT support systems.
- Work closely with the procurement section for the purchase of IT equipment, material and software

## **Qualifications, Knowledge, Skills, and Ability**

- Master's degree in Computer Science with at least 1 year of experience or bachelor's degree with at least 3 years of experience supporting and troubleshooting a wide range of IT infrastructure systems (Windows PCs, servers, printers, scanners, backup devices, and networks.)
- Any IT Certifications will be a plus.
- Advanced knowledge of Windows and MS Office (including Outlook, Word, Excel, and Power Point.)
- Knowledge of database structures and software options.
- Fluency in French and English, written and verbal communication skills.
- Local IT market awareness desired.
- Willingness and aptitude to learn and pick up new skills and collaborate with a team under pressure.

## **Documentation required:**

- Curriculum Vitae
- Cover letter

Online application only, with the job title in the subject line of the email. Only pre-selected candidates meeting the desired profile will be contacted for the rest of the process.