



## HAART Call for Application

### IT Consultant

Awareness Against Human Trafficking (HAART), is a non-governmental organisation based in Nairobi and dedicated to fighting human trafficking in Eastern Africa. HAART works through a multi-disciplinary approach applying the UN Four P's Strategy to combat trafficking in persons: Prevention, Protection, Prosecution, Policy and Partnership. HAART is one of the key counter-trafficking organisations in Kenya addressing the issue of human trafficking by supporting the people most affected by it and also developing best practices in the movement.

HAART Kenya is currently looking for an IT Consultant who shall ensure a high standard of set up and maintenance of the organisational IT infrastructure.

#### **Job Information**

**Location:** Nairobi

**Contract Duration:** 12 months

**Type of contract:** Consultancy agreement (ad hoc based)

**Starting time:** Immediately

**Closing Date for Applications:** 29<sup>th</sup> September 2023 EAT

#### **Key Responsibilities and Duties:**

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimise performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organise and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Ensure economic maintenance of the organisational IT infrastructure with regards to the economic life of a device, the maintenance cost etc.



### **Essential criteria & qualification:**

- Degree in Computer Science, engineering or relevant field
- Proven experience as an IT Technician or relevant position ( at least 3 years)
- Certification as IT Technician will be an advantage (e.g. CompTIA A+, Microsoft Certified IT Professional)
- In depth understanding of diverse computer systems and networks
- Good knowledge of internet security and data privacy principles
- Excellent diagnostic and problem solving skills
- Excellent communication ability
- Outstanding organisational and time-management skills

All our associates are expected to strive for excellence, collaborate and communicate while ensuring full commitment to integrity.

At HAART we value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or any other status or characteristic protected under applicable law.

We will be accepting applications on a rolling basis.

### **Application process:**

Qualified candidates are invited to send one PDF of their cover letter, CV, contact information for 3 references and consultancy fees to [hr@haartkenya.org](mailto:hr@haartkenya.org) using **"IT Consultant"** as the subject of your email. Only complete applications will be reviewed and short-listed candidates contacted. Visit <https://haartkenya.org/job-openings/> for an updated version of the application.

No Fee Charged

HAART does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training).