



BUILDING HOPE UGANDA – BHU

Restoring Hope to Vulnerable persons and Communities in Uganda

VACANCY ANNOUNCEMENT

Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:

Position Title: ICT Specialist

Reference No: BHU/V-002/ICT/2020

JOB SUMMARY

Responsible for designing and implementing ICT activities and providing all the required technical assistance on ICT concepts and principles, support in the harmonizing of all social media platforms, frequent updating of the organization website, blogs and related content to enable the organization achieve intended targets.

JOB RESPONSIBILITIES

DUTIES:

- Shall be responsible for ensuring the proper operation and functioning of the organization website and keeping it updated at all times.
- Shall lead the overall development, maintenance and training in ICT activities of the organisation.
- Responsible in a manner in which ICT content (written, video, photo) are viewed on different BHU platforms
- Ensure that ICT materials are pre-tested, proved effective and used efficiently and by the correct target group.
- Shall document all project results and impacts on various platforms including media stories among others
- Shall ensure a secure, reliable and effective telecommunication network for BHU and its partners in a way of promoting the organisation interests.
- Maintain effective communication with end user providing specialized advice and generating technical solutions to arising ICT needs.
- Ensure proper server backup, routine testing of disaster recovery and restore planning to avoid system breakdown and data loss.
- Conducting market research and analysis and introducing new technology for system update and improvement.
- Keeping up to date with the latest technological trends for frequent system upgrading tailored towards benefiting the organisation interests.
- Be the custodian of all ICT facilities and ensure stored information on the server is highly protected and well utilized.



- Providing technical advice and assistance on the procurement of ICT equipment giving technical specifications and information on best options on the market.
- Ensure a secure, reliable and effective computer and networking system, internet, effective hardware and software that meet business and user requirements.
- Shall liaise with departments in managing communication portals like creation and release of information e.g documentaries, brochures, magazines among others.
- Work with copywriters /adhere to copywriting policies and procedures to ensure ICT materials and related works or content released is informative, appealing and suit organisation interests.
- Work with marketing, sales and product development teams for effectiveness and efficiency
- Provide monthly, quarterly, bi-annual and annual updates
- Perform any other duties as assigned by management

EDUCATION & OTHER BACKUPS

- Bachelor's degree in computer science, information technology, information security, computing, mass communication or a related field from a recognized institution.
- A Post graduate in above related field is an added advantage.
- Relevant certificates in the above field an added advantage

EXPERIENCE

- At least 1year experience in ICT
- Working knowledge of databases
- Experience with audible creative cloud or equivalent digital media editing tools
- Experience in the use of MS Office
- Experience in development of software tools/mechanisms

KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Ability to maintain highly level of confidentiality
- Comprehensive understanding and experience in in areas of ICT
- Able to design systems
- Able to deal with a variety of internal and external stakeholders to support BHU's goals.
- Highly innovative with problem solving skills
- Excellent computer skills with knowledge and use of MS Office and databases
- Ability to understand historical, current and future trends in digital content
- Strong copyrighting and copyediting skills
- Detail oriented approach with ability to work under pressure to meet deadlines
- Excellent writing skills (oral, email/telephone communication) skills
- Excellent at web design and publishing
- Sound time management, planning, and organisational skills to meet the demands of the busy position
- Ability to maintain highly level of confidentiality
- Customer service focus and able to think critically in a deadline driven environment
- Ability to work with teams and mentor others



HOW TO APPLY:

1. Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: info@buildinghopeuganda.org
2. Indicate what motivates you to volunteer with BHU in your cover letter
3. Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types
4. Indicate clearly position applied for and reference number in the email subject line
5. Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.

DEADLINE FOR APPLICATION: 30th June, 2020