



Job Title: Information Technology Officer
Reports to: Executive Director
Location: Africa
Employment: Full Time
Remuneration: Provided upon shortlisting
Closing: Monday, April 15, 2024

The African Philanthropy Network (APN) is the continent-wide network of members organizations from across Africa and the continent's diaspora that works to advance the culture of philanthropic giving for social change. The Network brings together an ecosystem of different philanthropy institutions and actors that serve various forms of philanthropic giving in 51 African nations. The membership promotes the voice and action for African philanthropy. The APN members believe that Africa is capable of efficiently mobilizing and utilizing domestic resources for its own development as well as to regain the authority and advance African philanthropic practices. The network is upholding the Ubuntu philosophy and is premised on a multi-stakeholder understanding and recognition of philanthropy as a field that bridges equitable and community-led development.

Currently, APN is seeking to engage a dynamic, self-motivated and result oriented leader to fill the position of Information Technologist.

Main Role

The Information Technology Officer will manage and maintain the organization's information technology systems and infrastructure. This will involve overseeing and optimizing the use of social media platforms, website, internal communication network and video conferencing as well as availability of technology to advance APN's mission. The role will involve to design, maintain, update and ensure effectiveness and efficiency of all of technology equipment to include communication network, laptops and online data management.

Specific Responsibilities and tasks

The selected Information Technologist will be responsible for, but not limited to the following:

- i. Regularly updating and maintaining the website and optimize website performance to ensure current information align with organizational standards.
- ii. Managing and updating content across social media platforms, including but not limited to Facebook, Twitter, and LinkedIn.
- iii. Troubleshooting and resolving IT issues for staff team, providing timely and effective technical support to minimize downtime.
- iv. Collaborating with internal teams to identify and implement IT solutions that align with APN's goals.
- v. Assisting in the development and implementation of IT policies and procedures to enhance the organization's cybersecurity and data management.
- vi. Support with branding and marketing of APN mission and products
- vii. Support staff with the use of technology including training on use of new technologies, software and communication platforms.
- viii. Support the planning and management of organized event including the Assembly, webinars, and peer learning
- ix. providing technical guidance and support for remote work setups and ensure secure access to organizational resources
- x. Leading or participating in technology-related projects to implement new systems or improve existing processes



- xi. Establish a centralized repository for storing documentation
- xii. Keeping abreast with technological advancements and recommending relevant updates or improvements to IT infrastructure.

Qualifications and Skills:

- At least a Bachelor Degree in Information Technology, Computer Science, or related field.
- Proven experience in website maintenance, content management systems, and social media management.
- Demonstrated knowledge on graphics design.
- Strong troubleshooting and problem-solving skills.
- Knowledge of cybersecurity best practices.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.

Submission of Applications

Interested candidates should send their applications and credentials along with the cover note and three references with the subject line indicating Information Technologist to vacancy@afriphilanthropynetwork.org Deadline for submission of application is Monday, April 15, 2024. Please note that only shortlisted candidates will be contacted.