

# We Are HIRING

## IT SPECIALIST

The Center for Health, Human Rights and Development (CEHURD) is looking for a qualified **IT Specialist** that will be able to install, repair and manage computer systems; maintain networks and manage the Server room - aiming for the highest functionality. She/he will maintain the computer networks in the organization, providing technical support and ensuring that the entire organization runs smoothly. The IT Specialist will monitor and maintain the computer systems, install and configure hardware and software, and solve technical problems. She/he will also train and support staff and users of the systems to make appropriate and safe usage of the IT infrastructure.

The applicant must hold at least a Bachelor's degree in Information Technology or Computer Science. The candidate must have experience and knowledge of computer software and hardware and a variety of Internet applications, networks and operating systems. The ideal candidate will also have great troubleshooting abilities and attention to detail.

### Duties and responsibilities of the job

The IT Specialist's duties will include but not limited to:

- /// Installing and configuring computer hardware, software, systems and networks
- /// Developing and implementing systems maintenance schedules in line with the IT institutional policies and guidelines
- /// Responding to service issues and queries from staff in a timely manner
- /// Providing technical support and guidance on all matters of IT across the institution
- /// Perform troubleshooting to diagnose and resolve IT problems (repair or replace parts, debugging etc.)
- /// Maintain records/logs of repairs and fixes and maintenance schedule
- /// Ensure security and privacy of networks and computer systems through frequent security tests and data back up
- /// Organize and schedule upgrades and maintenance without denial of service

interruptions

- /// Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution and advises management on the appropriate IT strategies.
- /// Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
- /// Ensure that there is uptime, performance and security of the Server system
- /// Maintaining confidentiality, security and reliability of the information system and all CEHURD IT equipment
- /// Initiate and coordinate the revision/ development of the Institution's IT and system security policy, strategies and user manuals.
- /// Coordinate and conduct IT related capacity building programmes for CEHURD staff
- /// Plans and accounts for the resources and performance of the ICT unit of the institution
- /// Data base management including allocating and de-allocating user privileges
- /// Update software in line with the IT policy.

## Person Specifications

### 1. Qualifications

- A Bachelor's Degree in Information Technology or a Bachelor of Science in Computer Engineering or a related field from a recognized awarding institution.
- A Master's Degree or any Postgraduate in a related field is preferred

### 2. Experience

At least Five (5) years of working experience, 3 of which served at an officer position in a public or private reputable organization.

- Previous experience with Cisco switches, Routers, Networks and Server management
- MCSE certification a plus
- CISSP, CCNA, or CCNP certification a plus
- Great troubleshooting abilities and attention to detail.

- Significant experience in managing and supporting IT including but not limited to finance systems, storage solutions, networking technologies both LAN, WAN and WIFI technologies.
- IT Security Management will be an added advantage
- Skills in data backup and recovery using both hardware and software tools
- Experience in working windows servers

## Key Skills:

- Hardware and software configuration
  - Information security
  - Analytical, organizational, leadership, communication and decision-making skills;
  - Familiarity with project management, customer management, web platform development software, and server operating systems;
  - Capable of using computer equipment such as servers and network analyzers
- Other attributes:
- Self-motivated with the ability to understand business/ client needs and quickly find cost effective solutions
  - Flexible for client and business needs
  - Focused on creating new and improved systems and processes, capability in understating and advising management about new technology, and spearheading ICT process improvements
  - Continuous self-development in order to keep track of and adapt to changing global IT environment
  - Ability to maintain good relations with and between stakeholders, including a variety of internal and external players
  - Keep abreast with current developments in technology

# We Are HIRING

## MONITORING, EVALUATION AND LEARNING SPECIALIST

The Center for Health, Human Rights and Development (CEHURD) is looking for a qualified MEL Specialist to support the development of CEHURD's rapidly growing MEL portfolio, working on M&E and learning related activities. This will involve offering M&E technical support and guidance in areas CEHURD of work. He or she will be responsible for implementing a range of MEL activities: design and delivery of M&E frameworks (theory of change, log frames, indicators, monitoring plans, data collection/analysis) and standalone programme or project evaluations (theory based, quasi experimental and mixed methods approaches). We are seeking strong M&E credentials in health programming and evaluation.

### Qualifications

- i) The applicant must hold at least a master's degree in Statistics, public health, Demography or Quantitative Economics with a bachelor's degree in either Statistics, Quantitative Economics or business economic.
- ii) The applicant must have post graduate training in planning, monitoring, evaluation and application of qualitative and quantitative M&E methods with a reputable International or local NGO.
- iii) The applicant must be registered with the relevant professional body.

### Experience

- i) The applicant must have at least eight years' experience in M&E and conducting evaluations for health-related programs
- ii) Past experience and knowledge of statistical analysis and data management packages including Ms Access, Ms Excel, STATA, EPIINFO, SPSS, and EpiDATA.
- iii) Experience in conducting impact evaluations for development programmes.
- iv) Demonstrated research experience and skills, complemented by collaboration with varying types of partners, government and donor representatives is an added advantage.

## Experience

- i) Work with program teams to deliver and track progress towards the achievement of CEHURD's strategic plan.
- ii) Lead and contribute to the preparation of high-quality expressions of interest and proposals for CEHURD's research and evaluations.
- iii) Work CEHURD's staff to review the strategic plan when need arises
- iv) Project management, including financial and technical reporting.
- v) Provide technical support on M&EL to CEHURD program managers, partners, and field teams.
- vi) Assist in or lead designing, coordinating, and conducting program baseline, mid-term, and end-line evaluations
- vii) Assist with or lead designing and testing tools and systems for M&E data collection
- viii) Establish and strengthen M&E learning systems and collaborations with other M&E partners.
- ix) Support CEHURD's fundraising and resource mobilization base through supporting the grant writing and resource mobilization team.
- x) Assist in or lead selection of local evaluation firms or enumerators to conduct program evaluations;
- xi) Act as a liaison between M&E consulting firms and CEHURD.
- xii) Lead or support CEHURD and its partners with data coding & cleaning.
- xiii) Lead on data data analysis and reporting.

## Other required skills and attributes

- i) Understanding of statistical analysis and data management including designing sampling strategies and proficiency in statistical packages such as SPSS, Ms Excel, STATA, EPIINFO, SPSS, Microsoft Access, MySQL and EpiDATA.
- ii) Experience in measuring value for money in complex development programmes.
- iii) Experience in research and qualitative data analysis using software including NVivo.
- iv) Knowledge on health and human rights including sexual reproductive health will be added value.

- v) Knowledge and experience in data collection and Electronic Data Capture (EDC) software like ODK.
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If you believe you are the ideal candidate for any of these opportunities, please deliver your Curriculum Vitae, Copies of your academic documents and a cover letter in a sealed envelope, to:

The Human Resource Manager  
Center for Health, Human Rights and Development  
Plot 4008, Justice Road, Canaan Sites, Nakwero  
Gayaza – Kalagi Road

**OR**

Email your application to: [info@cehurd.org](mailto:info@cehurd.org) and copy in [matovu@cehurd.org](mailto:matovu@cehurd.org).

The closing date for the receipt of applications is **8th July, 2020. Only shortlisted applicants will be contacted.**