



EXTERNAL JOB ADVERTISEMENT

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A sufficiently forested, ecologically stable and economically prosperous Uganda", while its Mission is "To manage Central Forest Reserves on a sustainable basis and to supply high quality forestry-related products and services to Government, local communities and the private sector".

NFA seeks to recruit qualified Ugandans to fill the following position.

POSITION: INFORMATION TECHNOLOGY OFFICER (1 POSITION)
Reporting to: Information Technology Manager
Duty Station: Headquarters, Kampala
Salary Scale: NFA 4
Terms of Employment: 3 years contract (Renewable)

Job Summary: Provide information technology and communication (ITC) support to NFA.

Responsibilities and tasks:

- Execute IT policy for the National Forestry Authority
- Install and configure both hardware and software.
- Patch systems where necessary and apply hot fixes to network servers
- Ensure the availability of the server and the network to users and executing procedures to restore to operations when system failures occur
- Analyse hardware and software for acquisition
- Cable and maintain LAN for Headquarters and support office and ensuring they run efficiently
- Undertake diagnostic measures relating to e-mails, software applications, electronic filing systems
- Take stock of information technology infrastructure at NFA's H/Q
- Enforce system security through management of firewall, anti-virus, spy ware and Spam ware software.
- User and computer accounts management and assigning appropriate ACL to users.
- Perform backups and streamlining disaster recovery procedures
- Any other duties as assigned by the immediate Supervisor.

Qualifications, work experience and skills

- University degree in Information and Communication Technology (ICT), Business Computing (BBC), Computer Science or any other related discipline from a recognized University/Institution.
- .Must have at least any of the following professional qualifications MCP, MCSA, MCSE, A+.
- Three (3) years' work experience in ITC implementation and maintenance.
- Experience in IT systems such as SUN Accounting Systems, HR/Payroll System, ArcGIS, Oracle and Exchange Server will be an added advantage.
- Ability to detect, design and make available to NFA new IT tools and approaches for dealing with old and emerging IT technologies that can be used to address new challenges.
- Perform any other duty as assigned by the immediate supervisor.

Criteria for application

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal address, e-mail and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on **20th September 2018**.

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

NFA is an equal opportunity employer.

Applications should be addressed to:

**The Executive Director
National Forestry Authority
Plot10/20 Spring Road, Bugolobi
P.O. Box 70863, Kampala-Uganda
Tel: 0312 - 264035/6; 0414 -360400**