

## JOB DESCRIPTION

### IT PROJECT MANAGER

<b>Role</b>	IT Project Manager (ITPM)
<b>Responsible for</b>	Maintains information technology strategies by researching and implementing technological strategic solutions.
<b>Location</b>	Accra, Ghana
<b>Reports to</b>	Chief Operating Officer (COO)
<b>Direct / Indirect Reports</b>	None
<b>Direct Working Relationship</b>	Capacity Building Manager (CBM), HR Manager (HRM)

### Organizational Overview

Afrobarometer (AB) is a Pan-African, nonpartisan, nonprofit research network that measures the political, economic, and social atmosphere in African countries. Guided by the vision that African societies thrive when African voices count in public policy and development, Afrobarometer provides high-quality data and analysis on citizens' evaluations and experiences of democratic governance and quality of life. This is provided as a public benefit and is free to policymakers, policy advocates, civil society organizations, academics, news media, donors and investors, and ordinary Africans.

Launched in 1999 in 12 countries, Afrobarometer has completed more than 300,000 interviews in survey rounds in up to 39 countries. Round 8 surveys, which concluded in July, covered 35 countries. Round 9 will commence in October 2021. Afrobarometer currently conducts face-to-face computer-assisted interviews in the language of the respondent's choice with nationally representative samples. Effective analysis and communication of survey findings, as well as capacity building for survey research, analysis, and communications skills, are integral parts of Afrobarometer's work.

Among Afrobarometer's key achievements are proving that citizen research can be conducted even in fragile, post-conflict, and closed political environments in Africa; legitimating public opinion as a pillar of African democracy; and building a network of researchers that has earned the reputation as the go-to source for reliable data on what Africans are thinking.

Afrobarometer's institutional values are *independence, excellence, collaboration, and commitment*. Afrobarometer individual values are *integrity, respect, responsiveness, cooperation, and fairness*. Funders and other stakeholders are treated as partners in the advancement of Afrobarometer's mission. *Relationships, non-partisanship, trust, and accountability* are at the core of our work. Afrobarometer staff and network members appreciate benefiting from colleagues' *creativity, diligence, and enterprise*, and value *the ability to work individually and as part of a team*. The qualities of *leadership, initiative, and excellence* are nurtured and rewarded. In pursuance of these values, all staff are required to abide by the Afrobarometer Statement of Personal and Professional Standards of Conduct.

## Role Overview

The Afrobarometer (AB) IT Project Manager (ITPM) works with the Chief Operating Officer (COO) on coordinating, planning, and leading computer-related activities in AB. The IT Project Manager will help determine the IT needs of AB and will be responsible for implementing computer systems to fulfil AB's information systems requirements. The IT Project Manager will also ensure the secure and effective operation of all computer systems, related applications, hardware, and software used within AB.

## Main Duties and Responsibilities

### A. IT Infrastructure, Information Security and Projects

- Plan, implement, coordinate and oversee IT – related projects including system updates, upgrades, migrations and outages
- Testing, troubleshooting, and modifying information systems so that they operate effectively.
- Design, develop, implement and coordinate systems, policies and procedures.
- Act in alignment with user needs and system functionality to contribute to the AB network.
- Tracks inventory and status for hardware and software to be able to meet the needs of AB.
- Manages assigned IT projects to ensure adherence to budget, schedule, and scope of project by liaising with user units.
- Evaluating technology risks in order to develop a network disaster recovery plan and backup procedures by conducting regular system audits.
- Ensure that all the data, network access and systems are secure and protected.

### B. Strategic planning and Budgeting

- Work with the COO to maintain AB's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies within the AB network.
- Identify problematic areas in AB IT infrastructure and implement strategic solutions in time.
- Help define AB IT infrastructure strategy, architecture, and processes.
- Analyse business requirements by partnering with key stakeholders across the AB network to develop solutions for IT needs.
- Managing and reporting on allocation of IT budget

### C. Information Security and Reporting

- Evaluating technology risks in order to develop a network disaster recovery plan and backup procedures by conducting regular system audits.
- Ensure that all the data, network access and systems are secure and protected.
- Generating performance reports for operating systems and reporting same to senior leadership.

### D. Training, Monitoring and reporting

- Contribute to MEL tracking and reporting activities relevant to the MasterCard Foundation Project and support in implementing changes where necessary.
- Generating performance reports for operating systems and reporting same to senior leadership.
- Designing training programs and workshops for staff

## Qualifications:

### Minimum Requirements

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience; Master's degree and/or PMP an added advantage.
- At least 5 years of experience working in IT operations
- Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
- Strong critical thinking and decision-making skills
- Excellent project management skills and strong ability to prioritize
- Firm grasp on IT infrastructure and operations best practices
- Ability to work with others in a multi-cultural, multi-country context
- Available for significant international travel when required
- Demonstrable capacity for evidence-based decision-making, problem solving and sound judgement
- Strong written and verbal communication skills in English
- Flexibility and willingness to work on a wide range of tasks
- Ability to work remotely and independently
- French and/or Portuguese language skills an advantage but not required

### Desirable

- African citizenship or heritage.
- A general understanding of external and economic trends affecting the non-profit sector in which Afrobarometer works.
- French and/or Portuguese language skills.

### Salary

- Afrobarometer will offer a very competitive salary based on the skills and experience of the successful candidate

### How to Apply

The deadline for all applications is 26 January 2022.

PLEASE READ THE **SELECTION CRITERIA** CAREFULLY BEFORE APPLYING.

Please send your application to [kowusu@afrobarometer.org](mailto:kowusu@afrobarometer.org)

Include your name and position title in the subject field of your email. Example: "[Name Surname] IT Project Manager". Documents to include:

1. An up-to-date *curriculum vitae* with contact details (your email, phone, postal and WhatsApp Number).
2. A personal statement describing:
  - a. Your interest in the post and in working with the Afrobarometer.
  - b. Evidence of how your skills, experience and knowledge meet the **Selection Criteria**. If you lack experience or evidence in any area listed, please state how you would gain the knowledge or competency needed to succeed in the role
  - c. Your availability for the post (notice period in your current role) and preferred working location.

*Afrobarometer is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status.*

*We are also proud of our commitment to protecting staff, partners, and other stakeholders from abuse and exploitation and thoroughly vet all final candidates through rigorous background and reference checks.*