

## ARUSHA INTERNATIONAL CONFERENCE CENTRE



The Arusha International Conference Centre (AICC) was established under the Public Corporations Act No. 17 of 1969 by a Presidential Order through Government Notice number 115, published on 25th August, 1978. The Centre is wholly owned by the Government of United Republic of Tanzania and operates under the purview of the Ministry of Foreign Affairs and East African Co-operation.

The AICC was established to manage and control the Headquarters' complex of the defunct East African Community in Arusha which belonged to the defunct East African Community. It also owns Julius Nyerere International Convention Centre as per Arusha International Conference Centre (Amendment) Order of 2014, dated 19<sup>th</sup> March, 2014; and provide facilities and services on the complex for purposes of conferences, meetings, seminars etc.

The Centre invites applications from suitably qualified Tanzanians to fill in the below mentioned vacant post:-

### **1. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (TWO POSTS)**

#### **Answerable to Senior Information and Communication Technology Officer**

##### **(a) Direct Entry Qualifications**

Holder of Bachelor Degree in either of the following fields; Information Technology, Computer Engineering, Computer Science, Management Information Systems or any other related fields from an accredited Institution

##### **(b) Duties and Responsibilities**

- (i) Develop back end front end connectivity
- (ii) Design implements and test data base
- (iii) Implement security and access control into data base
- (iv) Insure software purchase are implemented timely,
- (v) Maintain and customize the existing application software
- (vi) Install, configure, and update anti-virus software
- (vii) Alert users on various security, risks, threat, and vulnerabilities
- (viii) Perform system audit on regular basis
- (ix) Implement security mechanism and controls in computer system

- (x) Design, install and configure LAN and WAN infrastructure
- (xi) Test network equipment and devices
- (xii) Implement network security guidelines
- (xiii) Perform network trouble shooting and repair
- (xiv) Develop and test web pages and multimedia content
- (xv) Update web pages and multimedia
- (xvi) Implement security for web pages and multimedia content
- (xvii) Supervising formatting and coding of raw data from source document into required format for further processing
- (xviii) Key data and upload formatted data to computer server
- (xix) Validate, check, verify dates and times input to and output from information systems
- (xx) Observe elements of operation for evidence of incorrect operation
- (xxi) Plan, code and test programs
- (xxii) Debug programs
- (xxiii) Perform testing of systems configurations
- (xxiv) Performing any other duties relevant to the scope of work that may be assigned by the Immediate supervisor

## **General terms and Conditions**

**Terms of Employment:** Permanent & Pensionable

### **Remuneration:**

An attractive package commensurate with the qualifications and relevant experience will be availed to the successful candidate. The Arusha International Conference Centre (AICC) is an equal opportunities employer and female candidates are strongly encouraged to apply.

### **Applications:**

Letter of application, curriculum vitae, copies of relevant certificates, testimonials, names and email addresses of three referees should be uploaded via [recruitment.aicc.co.tz](http://recruitment.aicc.co.tz) postal address, so as to be received not later than 08<sup>th</sup> November, 2018

**The Managing Director**  
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