

**JOB TITLE:** IT Officer

**REPORTS TO:** Finance Manager

**PURPOSE OF THE JOB**

To ensure the smooth operation, security, and strategic use of technology systems that support the organization's goals.

**DUTIES & RESPONSIBILITIES**

The Employee shall execute the following duties directed towards the development and growth of the Association: -

- Leading the design, implementation and maintenance of the organization's technology systems and infrastructure;
- Support the development and implementation of IT policies, procedures and standards to ensure security, reliability and availability of the systems;
- Creating and managing the IT budget and ensuring the department stays within the budget;
- Identifying and implementing new technologies that can improve operations and increase efficiency at the Association;
- Managing and maintaining the company's IT security, including firewalls, intrusion, detection systems and disaster recovery plans.
- Collaborating with other departments to ensure that technology solutions align with overall mandate of the Association;
- Staying up to date with industry developments and emerging technologies through ongoing education and networking;
- Assisting in the operationalization and application of E-services to improve efficiency and effectiveness;
- Undertaking the provision of technical support on IT services, policies, strategies, procedures and other ICT related issues.
- Undertaking the monitoring and evaluation of the progress and performance of IT services and identifying alternative solutions.
- Undertaking the implementation of IT workplans and reports.
- Undertaking the technical initiatives in regard to E-services and other related ICT activities;
- Operationalizing, implementations of hardware and software initiatives to ensure proper functioning and maintenance of ICT equipment across the Association.

- Undertaking, programs to promote harmonized development and implementation of E-services and related ICT services
- Any other duties assigned from time and time.

#### **QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- A Bachelors' degree in Information Technology or any other related course
- Ability to multi task and troubleshoot IT issues

#### **HOW TO APPLY**

- Interested candidates who meet the minimum requirements for the above position
- should submit soft copies of the following;
- Application letter.
- A detailed and an up-to-date Curriculum Vitae.
- Certified copies of academic transcripts, certificates and professional qualifications.
- Names and addresses of three referees.
- Submissions should be sent in soft copies to [careers@uia.co.ug](mailto:careers@uia.co.ug)
- Deadline for submission is Wednesday 14<sup>th</sup> November 2025 at 12:00pm