

## VACANCY ANNOUNCEMENT

April 15<sup>th</sup>, 2021

### CHILD AND FAMILY FOUNDATION UGANDA (CFU) INVITES APPLICATIONS FROM SUITABLY QUALIFIED INDIVIDUALS TO FILL THE FOLLOWING POSITION

CFU: Is a Christian-based not-for-profit Non-Government Organization with headquarters at Mpererwe Ttula in Kampala. CFU operates countrywide with focus on Kamuli, Kayunga, Jinja, Iganga, Mayuge, Namutumba, Luuka, Kaliro, and Kampala to improve access, use and availability to healthcare, nutrition and food security, relevant education and livelihoods to children, youth, women and people with disability in rural and urban poor populations as at <https://www.cfufoundation.org/>

#### 1. Employment

**Position:** Assistant Information System Technology Officer

**Location:** Kampala District

#### Required Qualification:

- Bachelors in Information System, Technology, Computer Science, and Software Engineering or its equivalent.

#### Job Summary;

Manage Information Technology, Data, and Computer Systems. Responsible for providing strategic vision and operational Information System and Technology leadership at CFU and be accountable for planning, organizing, controlling and implementation of all IT Functions. Responsible for sound IT technical leadership in all aspects of CFU business, driving and overseeing the implementation of new IT systems and projects, including management of projects in accordance with the organizational policies, procedures and standards. Strategic thinking and strong business acumen are essential in this position to translate IT into business. We expect you to be well-versed in current technological trends and familiar with a variety of business concepts. The IT specialist is a member of the Business, Finance and Administrative (BFA) of management.

#### Roles;

- Design mobile apps and web apps to support the CFU digital migration.
- Design and manage databases together with the VPS.
- Support or work to formulate CFU's IT strategy in response to business needs, recommend appropriate and cost-effective technical solutions and establish budgetary and risk implications including documentation and security of all IT systems in line with the ICT trends and IT governance standards.
- Support or work to analyze the business requirements of all departments to determine their technology needs, design, develop, implement and coordinate systems, policies and procedures and plan the implementation of new systems and provide guidance to CFU staff.
- Identify the need for upgrades, configurations or new systems and report to upper management Manage information technology and computer systems. Preserve assets, information security and control structures. Oversee data backup and system security operations (e.g. user authorization, firewalls). Manage installations, upgrades and configurations of hardware and software.

**Instructions:** Hand deliver applications with CV, two reference letters, copies of academic certificates and CFU Employment Bio-data Form accessed at

[https://www.cfufoundation.org/get\\_involved.php](https://www.cfufoundation.org/get_involved.php) to Administrator: Child and Family Foundation

Uganda; P. O. Box 73243 Mpererwe Ttula, KAMPALA; Phone: 256-414693073 or 256-776-693078; Or Submit e-copies to [recruitment@cfufoundation.org](mailto:recruitment@cfufoundation.org) or to the following link at [https://www.cfufoundation.org/get\\_involved.php](https://www.cfufoundation.org/get_involved.php). Only documents in word or pdf format should be uploaded. Closing Date: **Until When it is Filled** but after April 28<sup>th</sup>, 2021 call prior to submission of application; only short-listed candidates will be contacted for interviews. Any applicant who may wish to have extension for submission of the application, send requests to [talktous@cfufoundation.org](mailto:talktous@cfufoundation.org) or [recruitment@cfufoundation.org](mailto:recruitment@cfufoundation.org)

*"Bridging Gaps"*