Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict- prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGOby number of staff and people directly reached, BRAC has regularly been ranked the number oneNGO in the world by the Geneva-based NGO Advisor, an independent organisation committed tohighlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescentgirls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agencyand voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainablelivelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in **BRAC Maendeleo Tanzania.**

Position: IT Officer, Technology (Infrastructure)

Job Location: Tabora (Females are highly encouraged to apply)

Purpose of this job:

The IT Infrastructure Officer shall be responsible for the management, maintenance, and optimization of the organization's IT infrastructure. This shall include but not limited to ensuring the smooth operation of network systems, servers, storage devices, and cloud infrastructure components to ensure reliability, availability, and security of the organization's IT infrastructure to support business operations.

Responsibilities

- Facilitate employee onboarding with the required IT assets and software applications.

- Collaborate with cross-functional teams, including application development, help desk, and security teams, to support their infrastructure requirements. Provide technical support and guidance to end-users and IT staff when needed.

- Manage user accounts, permissions, and access controls within the central identity and access management. Ensure proper system configuration, security, and availability of directory services and Mobile Device Management (MDM).

- Implement, manage, and monitor a comprehensive patch management process to guarantee that all network devices are up to date with the latest OS.

- Maintain Hardware and software inventory and ensure end users are equipped with update IT applications/software.

- Ensure network connectivity, availability, and performance. Implement and maintain network security measures, such as antivirus, firewalls, and intrusion detection systems.

- Implement and utilize monitoring tools to proactively monitor the storage, network performance, availability, and security of IT infrastructure components. Monitor system logs, review alerts, and perform proactive troubleshooting.

- Collaborate with the IT team to implement and enforce security controls, policies, and procedures across the IT infrastructure. Conduct regular security assessments, vulnerability scans, and patch management to ensure a secure environment.

- Respond to and resolve IT infrastructure-related incidents and service requests. Ensure IT issues are logged and managed in a timely manner through Jira Service Desk.

- Plan, coordinate, and execute infrastructure changes, including hardware and software upgrades, patches, and configurations.

- Generate reports on infrastructure performance, capacity, and security as required.

- Ensure compliance with data protection, follow established IT security practices, and contribute to the implementation of security controls for the organizational network.

- Organize and conduct training sessions or workshops for users and fellow IT staff

Safeguarding Job Responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the programmer's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.

- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

Required Experience.

- At least 3 years of experience in Network and Infrastructure.
- Mobile device and application management
- Experience with Network Devices
- Cisco CCNA and/or CCNP certification is a plus

Skills and Competencies

- Bachelor Degree in Information Technology, Computer Science/Engineering or relevant subject
- In-depth understanding of the key drivers in a digital product/emerging technology business.
- Multitasking and Work commitment
- Excellent attention to detail and experience in managing multiple projects and stakeholders.
- Excellent skill on trouble shooting and problem solving.
- Drive, flexibility, resilience, and the ability to work under pressure.
- Ability to effectively work remotely as well in person with multiple teams of stakeholders.
- Fluency in English required (spoken, reading, and written)
- Familiarity and experience with development programme operation preferred

Employment Type: Contractual

Salary: Negotiable

If you feel you are the right match for the above-mentioned position, please follow theapplication instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades,years of experience, current and expected salary at: bimcf.tanzania@brac.or.tz

Please mention the name of the position in the subject bar.

Only complete applications will be accepted and shortlisted candidates will be contacted.

Application deadline: 8ᵗʰ August, 2025.

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder andevery member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender,status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance ManagementSystem.
BRAC is an equal opportunities employer