


ICT OFFICER SCOPE OF WORK

Job Title:	ICT Intern	
Department:	Operations	
Budget responsibility:	N/A	
Immediate Superior:	Operations Manager	
Location:	Dar Es Salaam Tanzania	

Introduction:

Health Promotion Tanzania, commonly known as HDT is a local not-for-profit Non-Government Organization (NGO), legally registered in Tanzania bringing over 10 years of experience in managing Reproductive, Maternal, Newborn and Child Health through community-based interventions and strategically tailored advocacy. Over the 10 years, HDT has constantly envisaged to improve the lives of mothers, children, and adolescents through its operation using a result-based human centered approach to plan and implement innovative, community and national level-based interventions that have proven to yield positive outcomes. Health Promotion's experience is informed by community experience through our field-based offices, national level through our engagement in national policy, strategy and budget processes and internationally through our partnership in ACTION Global Health Advocacy Partnership (www.action.org). This blend of experience is not always easy to find among local organization peers.

Our core Values

Innovative: Being dynamic and inventive in promoting solutions that address the health needs of our clientele and partners.

Accountable: Being accountable in all our undertakings to our partners and stakeholders in the communities in which we build relationships.

Cost Effective: Being cost conscious and ensuring that our work adds value to the community that we serve at fair price.

Respectful: Being reverent to and acknowledging the diversity of culture and ideas while upholding our philosophy of respect for the equality of human beings and their rights to economic political social and cultural freedom.

Job summary: Being deadline-oriented, self-sufficient, well-organized and flexible; ICT intern will be responsible in providing technical solutions and advice to the office on ICT issues, manage organization social medias and website, manage organization information system keep the management with updated technology.

Roles of ICT Intern

Reporting to the Operations Manager, the ICT intern will accomplish the following duties

A) CREATING AND MANAGING SOCIAL MEDIA

- Creating and share organization ICT and social media strategy
- Update HDT website to increase security features, increase number of visitors and SEO for Health Promotion Tanzania
- Create and manage branded social media HDT accounts.

B) CONTENT CREATION FOR SOCIAL MEDIA

- Create and upload Posters and short messages videos to upload in website and social media in consultation with program team,
- Create and upload approved videos and pictures to YouTube, Twitter, Facebook, and Instagram.
- Manage and respond to comments and questions on social pages.
- Ensure and use creative ways so that social media accounts for HDT are performing optimally
- Develop standard metrics to measure and report monthly performance of HDT social media accounts/ pages
- Stay up to date with latest social media best practices and technologies

C) ICT SUPPORT

- Installation and configuration of new ICT equipment and accessories.
- End-user onsite and offsite support and training when required
- To monitor, configure and maintain the ICT equipment involved in the operation and to ensure continuity of service.
- Provide regular preventative and corrective maintenance of computers including scanning for viruses, operating system updates.
- Maintaining of the Local Area Network (LAN) and its equipment.
- Provide relevant support for ICT as may deem necessary

D) Any other duties assigned by the Executive Director or line manager

Mode of application; Interesting candidate shall find the link to direct them in application form in Health Promotion Tanzania website www.healthpromotiontanzania.org. Sending CV or cover letter will automatically disqualify you.

HDT is an equal opportunity employer and HDT does not neither charge anything in recruitment process nor any discrimination. Fresh graduates are also encouraged to apply.

Timeline: Deadline for application is 28th July, 2023.

Time compensation: Interns are not entitled with part time or long-term benefits and HDT do not have obligations for any compensation.

Personal specification:

S/N	Personal specification
1	Bachelor degree in Information technology, computer science or relevant field
2	Knowledgeable in office ICT tools
3	Good knowledge of internet security and data privacy principles
4	Able to trouble shoot and fix computer problems (hardware and software)
5	Able to conduct audience-centered approach and managing media platforms
6	Great interpersonal, presentation and communication skills
7	Knowledge on information technology or a relevant field required
8	In depth understanding of diverse computer systems and networks
9	Proven knowledgeable as IT Technician or relevant position