CAREER OPPORTUNITIES

MSI Tanzania is proudly recruiting for the two positions of **IT Systems Administrator** and **Information Technology Officer** for the Tanzanian citizens only.

About Us:

MSI Tanzania a Non-Governmental Organization, is a social enterprise and a leading provider of family planning, sexual and reproductive health care and allied services. MSI Tanzania is a partner of the Government of Tanzania and a member of the MSI Reproductive Choices Global Partnership, which operates in 37 countries worldwide. MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose.

Our organization is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

IT SYSTEM ADMINISTRATOR – ONE POSITION – DAR ES SALAAM

Job Purpose

The IT Systems Administrator is responsible for maintaining and improving MST's entire IT environment to ensure operational efficiency, cybersecurity, and business continuity. This includes proactive monitoring, systems administration, database management, end-user support, cloud integration, and participation in digital transformation initiatives aligned with MST's strategic objectives.

The role also requires familiarity with modern programming languages and frameworks to assist in automation, application integration, and collaboration with software development teams.

Among the Key Responsibilities:

- IT Infrastructure & Systems Support
- Applications & Database Management
- Cybersecurity & Compliance
- Cloud & Virtualization
- Disaster Recovery & Business Continuity
- Network & Security Operations
- User Training & Documentation
- Technology Planning & Procurement

Minimum Requirements:

- Bachelor's degree in information technology, Computer Science, Information Systems, or a related field.
- Cisco Certified Network Associate (CCNA) or higher
- Minimum 4 years of hands-on experience in IT support, systems administration, and network management.
- Azure Administrator Associate or Strong background in Azure Architecture
- Proven knowledge of ERP systems and integration with other applications.
- Hands-on SQL database Administration, including query optimization, stored procedures, and database security.
- Experience managing firewalls, VPNs, endpoint protection, and intrusion detection systems.
- Exposure to cloud platforms and virtualization technologies.
- Experience implementing and maintaining backup and disaster recovery solutions.
- Practical experience writing scripts or code to automate tasks and integrate systems.
- Experience collaborating with developers using web frameworks

Skills & Attributes:

- Strong troubleshooting and analytical problem-solving skills.
- Excellent communication and customer-service abilities.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong attention to detail and commitment to data security.
- Proficiency in scripting /programming languages and frameworks.

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- Familiarity with version control systems continuous integration tools.
- Ability to document systems, procedures, and incident reports clearly.
- Capacity to work independently and collaboratively within cross-functional teams.

Additional Key Competencies (Recommended)

- Project Management: Ability to plan and deliver IT projects on time and within budget.
- Asset & License Management: Experience tracking hardware/software inventory and ensuring license compliance.
- Regulatory Awareness: Knowledge of industry compliance standards such as ISO 27001 or NIST frameworks.
- Incident Response: Ability to lead response efforts during outages or cybersecurity incidents.
- DevOps Awareness: Basic understanding of CI/CD pipelines, containerization, and infrastructure-as-code

IT OFFICER – ONE POSITION – DAR ES SALAAM

Job Purpose

The IT Officer will provide full-spectrum technical support and maintenance of MST's IT infrastructure, ensuring operational efficiency, cybersecurity, and minimal downtime. This role demands proven hands-on expertise in diagnosing and repairing computer hardware/software, managing biometric systems and surveillance cameras, and administering network, server, and security environments. The IT Officer will also participate in technology upgrades, policy implementation, and cross-departmental support to align IT services with MST's strategic goals.

Among the Key Responsibilities:
- Technical Support & Hardware Maintenance
- IT Infrastructure
- Networking & Security
- Biometric & Surveillance Systems
- User Training & Documentation
- Maintain accurate IT assets

Minimum Requirements:
- Bachelor's degree in information technology, Computer Science, Information Systems, or a related field.
- Minimum 4 years of hands-on IT support, maintaining computer hardware and software systems administration, and network management.
- Proven experience repairing and maintaining computer hardware and software.
- Experience managing biometric access systems and CCTV/IP camera networks.
- Experience in Microsoft Azure Architecture

Added Advantages

- Cisco Certified Network Associate (CCNA)
- Certified Ethical Hacker (CEH)
- CompTIA Network+ / Security+
- Microsoft Certified: Azure Administrator Associate
- Familiarity with cloud platforms
- Exposure to ERP systems and integrations

Key Skills & Attributes

- Strong troubleshooting and problem-solving skills.
- Excellent customer service and communication abilities.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong attention to detail and ability to work independently.
- Solid understanding of IT security principles, network administration, and server management.
- Familiarity with basic networking (TCP/IP, routers, switches).
- Ability to diagnose and replace faulty components efficiently.

If you feel that you are able to meet the requirements and you are motivated enough to be part of the team, please send your applications including your curriculum vitae (CV) a cover letter detailing your suitability and why you are interested in the post of your choice to the address below.

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Closing date: All applications should reach the addressee before **Friday October 10th , 2025. Only short-listed candidates will be contacted.**

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