



JOB DESCRIPTION

ICT INTERN

Organization	Adeso: African Development Solutions www.adesoafrica.org
Position Title	ICT Intern
Reporting to	ICT and Operations Officer
Working with	ICT and Operations Team
Program / Duty station	Nairobi, Kenya
Duration	6 Months

ORGANIZATIONAL CONTEXT

Adeso is a dynamic African-based organization with a 30-year history of community-driven development and environmentalism. Our vision is to create a world independent from aid, that relies on the resourcefulness of its people. We work to prevent and overcome situations that adversely affect community well-being through economic revitalization, skills development, humanitarian aid, and policy influence. We do this by promoting self-reliance, social justice, gender equality, environmental sustainability, and transformative innovations such as cash-based interventions, and community-led solutions to water and famine crises.

Adeso has successfully launched social enterprises and subsidiaries, such as Libin Investment Company Ltd, KujaLink, CORE and the NEAR Network, which each aim to build the ecosystem needed to confront the legacy of colonialism. Through this portfolio of solutions, we work to connect, design, launch, and scale the most promising innovations that will be a catalyst for community-led change. As a recognized leader in the global effort to decolonize the humanitarian and development aid system, Adeso leads coalitions working with civil society leaders, funders, INGOs, and aid agencies that are designed to shift power and resources to those most proximate to the world's most urgent challenges.

Join us as we continue to build a better, more equitable, future for communities across Africa and beyond.

POSITION SUMMARY

Adeso is seeking a qualified and committed individual to join the team as an ICT Intern based in Nairobi, Kenya. The ICT Intern will be a full-time member of the Adeso team. The ICT Intern is expected to help build and maintain an efficient and high-performance working environment, enabling employees to enjoy all the benefits that today's Information and Communication Technology can bring to a dynamic, culturally, and functionally diverse organization such as Adeso.

SPECIFIC ROLES AND RESPONSIBILITIES

ICT Administration: In coordination with the ICT Officer the ICT Intern perform these ICT Administration duties:

- a. ICT Assets Management:
 - Maintain ICT Assets Register
 - Manage Warranties and Insurance of ICT Assets
 - Manage Upgrades, Preventive Maintenance and Service of ICT Assets
- b. Perpetual Billing:
 - Office fixed and mobile phone bills.
 - Internet bills
 - Software licenses renewals
 - Hosting Services bills (i.e. web hosting, domain name registration, etc.)
 - Subscriptions for ICT related services (i.e. online forums, satellite TV, etc.)
- c. Replenishment of consumables:

- Office stationery and consumable digital media (CD/DVD-R/RW)
- Printer toners
- Cleaning materials

Support to Logistics function: In coordination with the ICT Officer and Logistics Department help with logistics/procurement tasks, related to the ICT Infrastructure, such as:

- Obtain quotations related to local ICT Infrastructure procurement.
- Follow-up with local suppliers/service providers on delivery of purchased ICT goods/services.

ICT Infrastructure: In coordination with the ICT Officer maintain basic ICT Infrastructure, keeping it in optimal working condition and compliant with Adeso ICT Policy, through installation, proper configuration, regular updates, preventive maintenance, service, files backup/archiving, systems backup, and disaster recovery.

Technical Support: In coordination with the ICT Officer, the ICT Intern, participate in the receiving support requests, actual work on resolving problems, obtaining external (2nd level) support, progress updates, escalation, documentation, archiving and maintenance of Knowledge Base.

Any other relevant duty in accordance with the Adeso ICT Policy, delegated by ICT Officer and any member of the Senior Management Team.

SKILLS AND QUALIFICATIONS

- University degree in an ICT related discipline or undergraduate in an ICT related discipline.
- Excellent inter-personal and general communication skills.
- Ability to work with minimum supervision in a multi-cultural environment.
- Fluent spoken and written English is a requirement, fluent spoken English and Kiswahili is preferable.
- Proficiency in computer applications such as MS Office and Accounting software packages
- Ability to work to tight deadlines and handle multiple concurrent activities.
- Excellent in written and spoken English.
- Ability to work well in a team.
- Ability to handle pressures and meet deadlines.
- Willingness to learn.
- Mature personality with ability to cope with high stress levels.
- Flexible and willing to perform tasks outside of core duties.

APPLICATION PROCESS

All applications should be sent to jobs@adesoafrica.org by **4th April 2024** with “**ICT Intern**” on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter should show interest for the position. It should also indicate the candidate’s availability. The letter should be no longer than one page.
- Updated CV including qualifications; Contact details of 2-3 references.

Applications not including all the above information will not be reviewed. Adeso is an equal-opportunity employer.