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## VACANCY ANNOUNCEMENT

TAHA is an apex private sector member-based organization mandated to develop and promote horticulture (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania. TAHA's goal is to improve the growth and competitiveness of horticultural industry in the country for social and economic gains. TAHA is a unified voicing platform for Tanzania horticulture, representing farmers at all levels, processors, exporters and service providers in the horticultural industry in Tanzania.

### Activity background

TAHA is currently implementing a 5-year USAID funded project called "Tuhifadhi Chakula". The purpose of the Project is to reduce food loss and waste and resultant climate effects for improved food security and livelihoods. The project is focusing on reducing food loss and food waste by addressing post-harvest handling issues within key value chains with major contribution to Tanzania food security basket. The project will implement interventions around four (4) main thematic areas, which are improve food handling, storage and value addition at producer and commercial levels, facilitate market access to ensure agricultural goods reach consumers, inform and promote policy and regulatory frameworks that reduce food loss and waste and strengthen local organizations capacity to lead on post-harvest management.

TAHA is seeking for a motivated and experienced Tanzanian to fill the position as described below.

**Position:** Systems and Database Management Specialist (Re-advertised)

**Reporting to:** Monitoring, Evaluation, and Learning (MEL) Manager

**Duty station:** Arusha, Tanzania (I)

### Position summary.

The Systems and Database Management Specialist shall oversee all aspects of IT and database management activities within the organization. The specialist is responsible for managing IT infrastructure, including database systems, guiding procurement processes, and implementing cybersecurity policies while providing technical leadership and support to ensure smooth operations and effective utilization of resources.

### Scope of work

#### System Security, Maintenance, and Upgrade:

- Ensuring the physical and virtual security of the TAHA Group's information and communication systems, including business processes, servers, databases, websites, and social media platforms.
- Overseeing reliable and cost-effective connectivity, communication, and upgrades for TAHA's servers, systems, and databases.
- Ensuring TAHA's website and digital platforms adhere to TCRA standards and maintain up-to-date formats and layouts.
- Managing timely upgrades for all TAHA laptops and systems, including licenses, antivirus software, and essential updates.
- Providing leadership and technical advice for procuring, installing, configuring, activating, and maintaining IT equipment and services.
- Performing regular maintenance and troubleshooting on existing office and communication technology equipment.
- Managing all ICT infrastructure, digital access, and components for TAHA Headquarters and satellite offices.

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- Ensuring connectivity and reliable access to the organization's digital systems.
- Guiding the procurement process for technical vendors and facilitating vendor relationship management.
- Updating ICT manuals to include security aspects of the entire information system.
- Managing TAHA Cybersecurity Policy, Information System products risk framework matrix, IT Audit Framework, User Policy, and Business Continuity Plan.
- Develop and review TAHA ICT and related policies and facilitate their enforcement.

#### **Database Management:**

- Design, implement, and maintain database systems.
- Ensure data security, integrity, and availability.
- Optimize database performance and scalability including ERP, TARIC, MEL system, etc.
- Develop and implement data management policies and procedures.
- Conduct data analysis and generate reports as needed.

#### **Branding:**

- Work closely with the Communications department to streamline the digitalization process, enhancing efficiency, and broadening the reach of TAHA systems and platforms in alignment with TAHA standards, ensuring their optimal functionality.

#### **Cross-Cutting Issues:**

- Management of online communication system.
- Providing ICT-related training to TAHA management, Board, and staff to ensure the proper use of equipment, systems, software, and adherence to ICT policies.
- Supervising the department team and ensuring effective management and utilization of assets and resources.
- Identifying employee skills for development and addressing emerging challenges while guiding to resolve critical team issues.
- Collaborating with the HR and Admin office to ensure harmony, efficiency, and a sound operating system within the team.
- Any other duty as assigned by the supervisor or the management.

#### **Qualifications and skills**

Degree Level	Master's degree or bachelor's degree in computer science, Information Technology, or a related field. Certifications such as Oracle Database Administrator (DBA), Microsoft Certified Database Administrator (MCDBA), or Certified Information Systems Security Professional (CISSP) can be an added advantage.
Experience	A minimum of five (5) years of experience at the managerial level in both ICT and database management is required
Key Skills	Strong analytical, problem-solving, communication, Negotiation, Planning & coordination, management and leadership skills; goal-oriented, flexible, and creative under pressure; strong budgeting, ability to make professional decisions in a fast-paced environment. Strong interpersonal skills and the ability to build and maintain effective relationships with stakeholders

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### **Application Procedure**

Interested and qualified individuals should send their applications enclosing detailed;

- Application letter.
- Curriculum vitae (not exceeding 4 pages).
- Copies of qualification certificates.

The cover letter to be addressed to;  
Human Resources and Administration Manager,  
TAHA,  
P.O. Box 16520,  
ARUSHA.

### **Application Instructions.**

1. **Submission:** All applications must be submitted via email to the following address: [recruitment@taha.or.tz](mailto:recruitment@taha.or.tz).
2. **Format:** Please compile your application into a single PDF attachment. Ensure that all required documents are included in the PDF.
3. **Subject Line:** In the subject line of your email, clearly state the position you are applying for. For example: "APPLICATION FOR MARKET ACCESS COORDINATOR POSITION."
4. **Deadline:** The deadline for submitting your application is Monday, 2<sup>nd</sup> April 2024. Applications received after this date will not be considered.
5. **Adherence:** Please carefully adhere to all instructions provided above. Failure to comply with these instructions may result in your application not being reviewed.

### **Remuneration**

The successful candidate will be remunerated according the TAHA salary scale, and in alignment with the candidate's qualifications and professional experience. Other employment benefits will be as per the organization's policy.

**Please note:** TAHA is an equal opportunity employer that welcome all qualified candidates to apply for the open positions. TAHA is committed to create a diverse and inclusive workplace where all employees feel valued and respected.

**Only shortlisted candidates will be contacted.**