

## IT Systems' Manager

The International Charitable Foundation "**Alliance for Public Health**" is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis and other socially dangerous diseases in Ukraine in cooperation with state partners and civil society organizations through providing financial and technical support to relevant programs, which cover over 300,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv.

**Purpose:** To ensure technically efficient, reliable and secure operation of Alliance Ukraine IT systems and services..

**Contract type:** civil contract

### Core Requirements:

- Minimum of 5 years Information Technology Systems' operation and administration experience with relevant educational background.
- Good knowledge and practical experience with modern Information Technology systems, specifically Microsoft server and client operation systems and infrastructure, messaging systems (specifically Microsoft Exchange), virtualization and storage technologies, network technologies and equipment, including network security, computer and communication hardware.
- Solid team player
- Complex technical problem resolution expertise.
- Good communication and learning skills.
- Knowledge of English language sufficient for clear understanding of technical documentation and other relevant information materials

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.aph.org.ua>

**How to apply:** Please send your CV and a covering letter in English and Ukrainian/Russian to [vacancy@aph.org.ua](mailto:vacancy@aph.org.ua). Subject line should contain «**IT Systems' Manager**»

**Deadline for applications:** 6 pm, April 18<sup>th</sup>, 2023.

Only successful candidates will be contacted for an interview.

***The International Charitable Foundation "Alliance for Public Health" is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV/AIDS are particularly encouraged to apply.***

## DESCRIPTION OF SERVICES

**Title:** IT Systems' Manager  
**Department:** Finance and Administration Department  
**Team:** IT  
**Contract Type:** civil contract

**PURPOSE:** To ensure technically efficient, reliable and secure operation of Alliance Ukraine IT systems and services.

### REQUIREMENTS:

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### DUTIES AND RESPONSIBILITIES:

1. Technical servicing and administration of Alliance IT central systems and office IT equipment in accordance to the agreed tasks and objectives, implementing works on maintenance and modernization of Alliance IT systems' components i.e. central server systems and network equipment, office IT equipment, operation systems, applications and supporting software including infrastructure services, file & print services, e-mail system, security and anti-malware protection, remote access facilities. Work according agreed plans and schedule.
2. Systematic control, analysis and reporting on the technical condition of IT systems' components and capacity, agreeing and implementing relevant technical actions.
3. Systematic technical monitoring, control and reporting of the information security and utilization according to the relevant policy.
4. Substitute and help other members of IT team when needed and where possible and undertake other reasonable and justified tasks identified by the HoT: IT as necessary for the fulfillment of working objectives.
5. Resolve the technical issues promptly as soon as it is possible. If immediate resolution of the issue is not technically possible – provide explanation, plan and timeline for resolution.

### AUTHORITIES

Functional Authorities:

- Technical authority to administer systems' configurations.

Budget Authority: NO

### HAS A SAY IN

- Planning of Information Systems development and related procurement.

**SUPERVISION OF STAFF:** NO

**REPORTS TO:**

Head of Team: IT

**COOPERATION WITH:**

- Other members of IT Team and external providers of IT services.