

TERMS OF REFERENCE – SYSTEMS MANAGER

PROJECT OVERVIEW

E4Impact Foundation is one of the implementing partners in the ARABIKA project. ARABIKA stands for *Action to Re-launch Agriculture and Branding Internationalization of Kenyan coffee In and out of Africa* and the project focuses on the coffee supply chain by acting on the quality improvement component, capacity building of farmer cooperatives and branding / marketing of their coffee produce. We are looking to contract a Systems Manager who will be responsible for implementing the following tasks:

MAIN TASKS

- Provides technical support in loco for the development and implementation of the digital platform to be created.
- Supervises the farmer liaison manager and data entry officer to ensure they perform their duties as per the project requirements.
- Network management of the digital platform by managing the wireless networks, cloud storage and other systems of data storage and communication.
- IT support of the digital platform and other professionals working under the technical component of the project and troubleshooting of any issues that may arise.
- Coordinate the implementation of activities related to the digital platform.
- Provide relevant technical support to the farmer liaison manager and data entry officer to ensure a streamlined set of results.
- Provide the necessary support to the technical professionals on site in order to guarantee the implementation and monitoring of the aforementioned activities.
- Provide digital platform technical support in the training of local authorities and all project stakeholders, in collaboration with local staff and partners.
- Together with the platform contract manager, he coordinates the management and implementation of the database of the actors of the coffee supply chain in Kenya as well as the block chain system.



- Support the procurement of IT equipment and ICT services; managing and documenting licensing and warranty arrangements.
- Drafting of IT policies and updating ICT documentation based on the digital platform.
- Ensure data security and protection is maintained at all times in line with GDPR and the project's policies.
- Any other task that will become necessary.

QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Bachelor's or Master's degree in Computer science, Computer engineering or Information Systems.
- At least 5+ years of experience as an expert in managing personal and socio-economic databases and other sensitive data of companies and other institutions.
- Professional experience in international cooperation, preferably in economic and rural development contexts, and in agricultural supply chains.
- Proven experience in agricultural supply chain development projects, in particular the coffee supply chain, data collection, and management of sensitive information.
- Ability to coordinate personnel in an international context.
- Have the analytical ability to collect, interpret and make informed decisions based on data collected from the field.
- Business-focused with sound strategies and expertise to meet the project's goals with regards to the success of the digital platform.
- Excellent knowledge of Swahili and English.
- Excellent knowledge of the Office package.
- Attention to detail: work accurately and consistently.
- Analytical skills: analyze and synthesize information to understand problems, identify solutions and support the decision-making process.
- A strong track record at senior level for IT management within NGOs, foundations, social enterprises, or businesses in international development.
- Extensive experience in administering, managing and maintaining a range of digital systems.
- Proven initiative, flexibility and enthusiasm in managing complex activities in a changing Environment.
- Experience of working with large volumes of data.



- Experience developing IT security and assurance policies and standards.
- Strong written and verbal communication skills and the ability to translate complex technological implementation language to non-technical people.
- Ability to effectively work remotely, as well as in-person with multiple teams of stakeholders.
- Experience of common project management methodologies / skills.

How to apply

If you possess the necessary qualifications and experience, you can apply by sending your cover letter and CV to hr.kenya@e4impact.org before **26th September 2022** with the Subject line: RECRUITMENT – SYSTEMS MANAGER.