



NYUNGWE MANAGEMENT COMPANY

NYUNGWE NATIONAL PARK VACANCY ANNOUNCEMENT

Nyungwe Management Company Ltd (NMC Ltd) was created by the management agreement between the Government of Rwanda (through RDB) and African Parks Network, to manage Nyungwe National Park for 20 years starting from October 2020. NMC Ltd is seeking to recruit suitable candidates to fill the post of **IT Officer** in Nyungwe National Park. The candidates must be Rwandan, technically skilled with good problem-solving ability, be enthusiastic, motivated, reliable, and able to execute tasks independently.

JOB TITLE: IT Officer

RERORTING TO: Conservation Technology Officer

SCOPE OF THE JOB

The IT Officer is responsible for managing and maintaining the organization's IT infrastructure, ensuring systems are secure, reliable, and efficient. This role involves integrating digital tools and data analytics to enhance conservation programs, monitor biodiversity, and improve sustainability practices. The officer collaborates with teams to optimize conservation strategies using cutting-edge technology. They also ensure the effective use of technology in tracking, reporting, and analyzing data.

Duties and Key responsibilities not exhaustive

1. Daily onsite management of the application of technology with key focus on Law Enforcement and conservation activities;
2. Programming of Conservation Applications, working with Law Enforcement to upgrade computer skills and data analyzing ability;
3. Up keeping of radio systems and working towards a fully integrated conservation technology solution for the park;
4. VHF network management, including repeaters, Motorola, TRBO;
5. Earth Ranger management and integration;
6. Anti-virus and Windows update management;
7. VLAN, Unifi, and other reporting device management;
8. Implement Earthranger mobile throughout the park and compile accurate portrayal of the information collected;
9. Ensure technology applications are functional at all times;
10. Upskill affiliated staff in entering data and analyzing data through ArcGIS and other software;
11. Installing and configuring computer hardware, software, systems, networks, printers and scanners;
12. Documenting processes, as well as backing up and archiving data;
13. Ensuring data storage is safe and secure;
14. Performing tests and evaluations on new software and hardware and other technologies;



Nyungwe Management Company Ltd – TIN 111945658



Directors: Mr. Mutangana, Mr. C. Wells, Mrs. J. Sebageni, Mrs. J. Labuschagne, Mr. J. Gruner, Mrs. S. Kabahire, Mr. A. Kayitare

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KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required

Added advantage

15. A Degree in Information Technology, Computer Sciences, conservation Technology or related fields
16. Knowledge of office 365 is a must
17. Email setups – knowing the difference between Pop3 and Exchange
18. Server background
19. Fluent in English and/or French/Kinyarwanda
20. Not afraid of heights and willing to climb towers
21. Analytical mindset and strong ability to prioritize
22. Prepared to live onsite
23. Between 20 and 40 years of age.
24. Ability to transfer knowledge efficiently
25. Excellent interpersonal, communication, and collaboration skills.
26. Attention to details is a must.

Note

1. Internal candidates are also allowed to apply
2. Applications that are not meeting the above criteria will not be considered.

Interested candidates should forward their application letter together with all relevant documents to the email address provided Bellow no later than 28th January 2025. The required documents should be submitted in scanned soft copies in pdf format (preferably as one document) on nmc.recruit@africanparks.org. Successful candidate will begin with an immediate effect.

Applications must include the following documents:

- Application cover letter addressed to the Park Manager
- Stating where you heard about the position and why you should be considered
- Curriculum vitae including your personal details, education level and any experience
- Name, address and telephone numbers of three (3) references
- All the documents should be in one pdf document and named after your name and position, for example: Name, Nyungwe IT Officer, 2025.

Please note that only candidates with the needed qualifications and relevant experience will be shortlisted, if you don't hear from us within one week after submission deadline, know that you have not been shortlisted.

Done in Nyungwe National Park on 14 /01/ 2025.

NIYIGABA Protais
Park Manager/CEO
Nyungwe Management Company



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