

Job posting

Title: IT Administrator

Division: Tujenge Africa Foundation

Location: Bujumbura Campus

Start date: June 2022

The Foundation

The Tujenge Africa Foundation (TAF) is a U.S.-based 501(c)(3) non-profit organization with operations in Africa's Great Lakes region. "Tujenge" comes from a Swahili verb meaning to build or construct. Our goal is to build African capacity through quality, innovative, and boundary-pushing education. TAF will help boost the potential of the poorest and most marginalized in the African Great Lakes region through development initiatives that focus on education, dialogue, and economic advancement. TAF has begun its initial phase of operations in Burundi, while maintaining a long-term vision of providing opportunities in the Democratic Republic of the Congo, Rwanda, Uganda, Tanzania, as well as in other conflict-affected nations in Africa.

Vision

Our vision at the Tujenge Africa Foundation is an African continent where nation-building efforts, especially in post-conflict states, champions quality, affordable education—as well as training in leadership, entrepreneurship, and peace-building—for all youth.

Mission

Through its diverse portfolio of initiatives, Tujenge Africa Foundation strives to create thriving educational centers of thought and inspiration to transform post-conflict youth into innovators, leaders, entrepreneurs, and peace agents in their communities.

We seek to create empathetic institutions that truly understand the plight of impoverished people, as well as anyone who might experience discrimination or marginalization based on ethnicity, gender, sexuality, ability, religion or creed, and area of residence.

Position

This posting is for the half-time, hourly IT administrator position located at our Bujumbura campus. The IT administrator is responsible for the overall health and operation of Tujenge Africa Foundation's IT infrastructure in Burundi. This position reports to the foundation's country manager. IT infrastructure is crucial to the foundation's operations and this position carries great weight as a result.

One of the primary benefits of this position is the opportunity to tangibly impact the lives of exceptional young Burundians. The primary initiative of Tujenge, the Tujenge Scholars Program, is a peacebuilding and leadership incubator for Burundians between secondary and tertiary studies. This program heavily relies on computer services, and the IT administrator role is integral to its success.

Working in the nonprofit sector, you will be called upon to be creative and self-motivated, working within budget and resource constraints. Correspondingly, this is an exciting position where your near-complete autonomy gives you the flexibility to take complete ownership of the organization's IT infrastructure.

The responsibilities of this position are extremely diverse, which requires the IT administrator to have a broad knowledge base and be an independent learner and problem solver. The position will require interfacing with devices running Windows 10, MacOS, Linux, and FireOS. It will require knowledge of enterprise management tools including Active Directory, Group Policy and SharePoint; front-end/back-end web design; the Linux ecosystem; server management tools including docker, saltstack, and virtual machines; networking and routing including physical cable installation; and basic electrical power design.

The position is designated half-time and you can expect about 20 hours per week of active work. However, the position also carries an expectation of availability outside of normal working hours. Network and system outages happen any time of day, and you will be called upon to fix issues whenever they arise. This position is paid hourly, with starting wage determined depending on experience.

The position is hired on a yearly contract, with contract renewal expected based on an annual performance review process.

Responsibilities

As IT Administrator, you will have responsibility for operation of the following systems:

- Domain-joined laptops running Windows 10
- Domain-joined laptops running MacOS

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- Kindle Fire tablets
 - Samba 4 Active Directory
 - Domain Group Policy
 - Domain-joined network storage devices
 - Networking hardware
 - Linux network tools including routing tables, firewalls, and vlans
 - Linux sysadmin tools including docker and saltstack, as well as scripting in Bash, Python, Perl, and other miscellaneous languages
 - External-facing webpage management using WordPress
 - Internal-facing intranet using open-source tools like Nginx, Python Flask, uwsgi, and raw JavaScript/CSS/HTML design
 - Microsoft 365 subscriptions and administration
 - M365 SharePoint sites

You will also be responsible for making recommendations for system upgrades and performing periodic maintenance.

Minimum Qualifications

- Bachelor's degree in IT system management, computer science, or equivalent field
- 4 years of relevant IT system management experience, including management of Linux systems
- Basic English language skills
- Fluency in Python and at least one other programming language
- Comfort working in Windows 10, MacOS, and Linux operating systems
- Ability to work in Bujumbura
- Demonstrated significant autonomy and responsibility in previous roles

Desired Qualifications

- Significant prior experience with Active Directory (especially Samba 4 AD)
- Significant prior experience with Microsoft Group Policy
- Significant prior experience with network management and network engineering
- Significant prior experience with Docker, Saltstack, Git, and Vagrant
- Significant prior back-end web development experience, especially using Nginx, Python Flask and uwsgi
- Knowledge of Bash, Perl, and JavaScript

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- Prior experience with Debian systems
 - Prior front-end web development experience
 - Prior web development experience using WordPress
 - Prior experience with Microsoft 365 administration
 - Prior experience with M365 Sharepoint Online
 - Familiarity with Internet Service Providers based in Burundi

Salary and Benefits

This position is paid a competitive hourly wage, with starting wage depending on experience. No other benefits are provided to this position.

To apply, resume and cover letter should be sent to careers@tujenge.org.