IT Analyst

Position Summary

The job summary section of a job description is a concise overview that encapsulates the essential functions, primary responsibilities, and overall purpose of the role within the organization. It serves as a brief introduction to the position, providing a high-level understanding of what the job entails and how it contributes to the company's goals and objectives. This section sets the tone for the entire job description and helps readers quickly grasp the most critical aspects of the role.

Responsibilities

50%

- Analyze current systems, processes, and requirements to identify areas for improvement and optimization
- Maintaining and upgrading existing system and facilitate transition process as required
- Develop tools and applications by producing clean, efficient code

25%

- Troubleshoot issues related to deployment, performance, and localization, and implement
- effective solutions in a timely manner.
- Monitor system performance, security, and availability, implementing proactive measures to prevent downtime and data loss.
- Collaborate with internal teams and partners to fix and improve products
- Collaborate with IT team members, Business analysts, and external stakeholders to implement and support integrated technology solutions.

25%

- Conducting regular reviews of systems and generating reports on efficiencies and improvement areas
- Risk mitigation planning
- Document deployment processes, configurations, and best practices to facilitate knowledge sharing and ensure reproducibility.

- Stay updated on emerging technologies, industry trends, and best practices in DevOps, cloud computing, and localization to drive continuous improvement.
- Provide technical guidance and support to team members and stakeholders as needed

Qualifications

Required

- Bachelor's degree in related fields, such as Software engineering, computer science or Information Technology;
- Up to five years experience working as an MIS Analyst, a full stack software developer, or similar role with a focus on database management, deployment, configuration, and optimization of applications;
- Extensive experience in software development, scripting and project management;
- Experience using system monitoring tools and automated testing frameworks;
- Knowledge of selected programming languages/libraries (e.g. Javascript, python/ Node JS, React JS, Redux);
- In-depth knowledge of relational database management systems (prefer: MS SQL Server);
- Experience with containerization and orchestration technologies (prefer: Docker);
- Experience with CI/CD tools (e.g.GitLab CI) and version control systems (e.g., Git);
- Proficiency in scripting and automation using languages like Python, Shell, or PowerShell;
- Capable of organizing and facilitating training on information and data management systems and the use of ICT;
- Knowledge of the Rwandan Education system is an asset;
- Strong written and oral communication skills and complete fluency in English is required;
- Cultural sensitivity and demonstrated ability to work successfully with diverse constituencies required; developing country experience required;
- Flexible and proactive work ethic with a demonstrated interest in the vision and mission of IPA.

Preferred

- Demonstrated ability to work with donors and/or partner organizations;
- An analytical mind, ability to interpret and organize data.
- Excellent problem-solving skills and attention to detail.
- Strong communication and collaboration skills, with the ability to work effectively in a cross-functional team environment.
- Must be passionate, self-motivated, and able to learn quickly.
- Resilience and a determination to succeed

Reports to

Associate Policy Manager

Deadline to Apply

Sep 19, 2024

Location

Kigali, Rwanda

Application Instructions

[Click here to apply now.](#)

About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

Safeguarding at IPA

At Innovations for Poverty Action (IPA), we are committed to creating a safe and respectful environment for all individuals, particularly children and vulnerable adults. As IPA adheres to strict safeguarding principles, selected candidates will be expected to adhere to these standards. By joining IPA, you become part of a team dedicated to ethical conduct, social responsibility, and meaningful impact in the fight against global poverty. Together, we work to create a better world where everyone has the opportunity to thrive with dignity and respect.

IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click here to learn more about IPA's commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@poverty-action.org or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to jobs@poverty-action.org. Please note that only qualified applicants will be contacted by the hiring manager