



together possible.

The World Wide Fund for Nature (WWF) Cameroon is looking for an Information Technology Professional Intern

Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be your opportunity of a lifetime:

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

What we do:

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our Cameroon Country Office, we are looking for a dynamic and committed IT Professional Intern who will support IT Department activities.

Reports to: IT Advisor

Location : Yaoundé, Cameroon

Duration : Three (03) months

Mission of the Department:

Information technology is the base for communication, data management/security, and information sharing and learning in all aspects of conservation delivery and in each department. The IT Department is aiming at a cost-effective IT system to ensure effective performance.

Major functions:

- Support the use of IT Systems by CCO Staff in ways that improve operational and make efficient use of IT;
- Support effective IT Support to Main Office and Field Offices staff.

Major duties:

Contribute to Helpdesk to staff in Main and Field Offices

- Contribute to Hardware and Software configuration/upgrading
- Provide daily support for computer and network users via physical or remote assistance
- Help to diagnose and solve common problems, responding to outages
- Contribute to ensure the availability of the IT systems (Network systems, hard and soft systems) to all authorized staff
- Participate to regular field visits organization

Help to manage IT Inventory

- Maintain and update the IT inventory of CCO Main and Field Offices
- Track and log changes on inventory
- Submit quarterly reports on IT Inventory

Help with Web design

- Design web applications for better user's productivity
- Suggest web application solution when necessary to solve problems

Assist on implementation of the IT Strategy

- Ensure regular users data backups
- Help in data update of the e-Library system in place
- Submit regular reports on the data status for e-Library (quarterly) and user's data (weekly)
- Make sure IT security rules is being applied by staff
- Organize trainings to users on Security and frequently used tools.

Perform any other duty as requested by the management

Profile:

Required Qualifications

- Hold at least a BACC + 2 in information systems, computer science, or a related.
- At least 1-year of relevant experience in IT domain.
- Microsoft Certifications is an advantage

Required Skills and Competencies

- Knowledge of computer networking systems and computer hardware.
- Skills in troubleshooting network systems and computer hardware and make repairs.
- Knowledge on Web design
- Being open, available and patient is very important for the position
- Adheres to WWF's brand values: Courage, Integrity, Respect and Collaboration
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

Working Relationships:

Internal – All WWF CCO Staff and guests

External – Providers.

This job advert covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

How to apply:

Apply through the link:

https://cameroon.panda.org/apply_to_a_job/apply_for_a_job/ **with a computer (Please do not use a mobile phone)**

Job reference: J133

Deadline for applications: 31st October 2024.

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow-up.

WWF is an equal opportunity employer and committed to having a diverse workforce