



## **VIRUNGA FOUNDATION**

48 Chancery Lane  
London WC2A 1JF  
United Kingdom

## **TERMS OF REFERENCE**

### **IT MANAGER**

Title	<b>IT Manager</b>
Company	<b>Virunga National Park</b>
Reports to	<b>Director of Virunga National Park</b>
Line Manager	<b>Director of Virunga National Park</b>
Salary	<b>Competitive international salary + accommodation and expenses</b>
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The Virunga National Park, formerly named Albert National Park, is a 7,800-square-kilometre (3,000 sq mi) National Park that stretches from the Virunga Mountains in the south, to the Rwenzori Mountains in the north, in the eastern Democratic Republic of the Congo, bordering Volcanoes National Park in Rwanda and Rwenzori Mountains National Park and Queen Elizabeth National Park in Uganda.

The park was established in 1925 as Africa's first national park and is a UNESCO-designated World Heritage Site since 1979. In recent years, poaching and the Congo Civil War have seriously damaged its wildlife population. The park is managed by the Congolese National Park Authorities, the Institut Congolais pour la Conservation de la Nature (ICCN) and its partner the Virunga Foundation, formerly known as the Africa Conservation Fund (UK).

The park has formed Virunga Alliance, a collection of projects to help boost three areas, these being; Tourism, Electricity, and Agriculture. The idea behind these projects is a triple bottom line - creating social, environmental, and financial impact to the 4 million people living around the park.

Private Company Limited by Guarantee Registered in England and Wales  
Charity registration no. 1111806 Company registration no. 5598718

Adresse in DRC : Goma: N°142, Avenue des ronds-points, Quartier les volcans, Commune de Goma/Nord-Kivu

**A. Responsibility**

- Provide design, deployment and maintenance of Virunga National Park's IT Infrastructure.

**B. Activities**

- Manage the department, including; preparation of the annual budget, recruitment of employees, maintenance of equipment and facilities, stock renewal, etc.
- Fulfil the following tasks (some of them being covered in the IT SOP):
  - Provide new starters with IT equipment set up to their needs
  - Manage the networks across all sites
  - Manage network prioritisation due to limited bandwidth
  - Develop and put in place sound back-up systems
  - Establish and enforce various IT policies (setting up e-mails, use of internet, accounts deletion, etc)
  - Provide resolution to IT issues (repairs and maintenance)
- Distribute daily/weekly tasks to the IT Officers dependant on the specific requirements of each task and the skill set available.
- Supervise the execution of various projects with an IT dimension
- Design and Plan the implementation of each task, included the budget-related aspects, with the Heads of the affected Departments
- Be at the disposal of the Director of the VNP for any other tasks they deem necessary

**C. Requirements**

- > 3 years of experience in management of networks of a corporation
- Ability to lead, manage and motivate a team
- Degree and post-graduate qualifications (or equivalent) in IT/Networks
- Willing and able to live and work in demanding field conditions in eastern DRC
- Fluency in spoken and written English and French
- High level of personal and professional integrity and trustworthiness
- Interest in conservation/development work, the Virunga group's objective

**D. Application Process**

- Send your CV with a cover letter to [recruitment@virunga.org](mailto:recruitment@virunga.org) with [tobias@virunga.org](mailto:tobias@virunga.org) and [frederic@virunga.org](mailto:frederic@virunga.org) in copy.