IT Officer

Job description

Human Resources

Job Description, IT Officer, Affinity Ghana

About Affinity

We support the unbanked and underserved, providing every individual and business with accessible and affordable financial services they can trust. Founded in 2013, Affinity launched in 2015 after acquiring PayFlex Microfinance Company Limited (soon to be Affinity Ghana).

Job summary

The IT Officer will be working on several technology-based initiatives that would provide Ghanaians with secure and convenient digital financial services aimed at including the financially excluded. We use a multitude of technologies to manage web, mobile and USSD applications and have built a culture that values technical excellence and engineering best practices.

Key responsibilities

1. Managing and monitoring all services for day-to-day works
2. Providing reports on services
3. Fixing daily end-user to company-assigned issues
4. Managing vendor activities for repair and maintenance of hardware and software services
5. Managing internal services ensuring all stakeholders have efficient and effective use
6. Adhering to all Bank of Ghana regulations on managing systems
7. Ensuring all tasks shared are worked on effectively

Key skills and requirements

1. Minimum 2 years of experience working in IT Support, systems administration, or software engineering
2. If you don't have professional work experience, you can instead show us a strong track record of building/managing/project planning solutions for either yourself or clients.
3. Decent understanding of Information System principles, gained for example by completing an academic degree.
4. A working knowledge of data structures, coding languages (e.g.: Java, C front-end framework like Vue, React, or Angular.

Education and professional training

1. Minimum degree or diploma in Computer Science or Information Services
2. Additional qualifications in technology is a plus

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