Pharmacists Council of Zimbabwe
(Promoting public health and confidence through setting standards of training and practice)

Vacancy Announcement: IT Officer

The Pharmacists Council of Zimbabwe [PCZ], a regulatory body for optometry, pharmacy and audiology practitioners and practices, is inviting applications from suitably qualified and experienced persons for the post of **IT Officer:**
Reporting to the **Registrar**, the incumbent will be responsible for the following among other related duties:

- Manage information technology and computer systems
- Plan organise, control and evaluate IT and electronic data operations
- Design, develop, implement and coordinate IT systems, policies and procedures
- Ensure security of data, network access, network security and backup systems
- Develop and support Council mobile application lifecycles
- Develop cyber security systems
- Evaluating the needs of Council and choose the most suitable software, hardware and other IT requirements
- Ensure the smooth functioning of all IT infrastructure
- Develop an electronic records and file management system
- Installing and configuring computer hardware, software, systems, networks, printers, scanners
- Planning and undertaking scheduled maintenance upgrades
- Investigating, diagnosing and solving computer software and hardware faults
- Obtaining replacement or specialist components, fixtures or fittings
- Design and produce practitioner professional identity cards
- Liaise with service providers and ensuring that Council gets the best service

The successful candidate for the post should have the following qualifications, attributes and skills:

- Be a holder of at least a degree in Information technology/ information Systems or equivalent
- Have excellent knowledge of information analysis, computer hardware and software systems
- Have hands on experience with computer networks, network administration and network installation
- Have experience and knowledge in graphic design and systems development
- Have certification in any of the following: Oracle certified professional Java developer; Spring framework Certification; MOPD/ MSDN; MS SQL certification or Oracle SQL certification
- Sound technical knowledge about IT, security of systems and latest developments in the field
- Excellent management, organization and time management skills
- Excellent observation, analytical skills and communication skills

The PCZ is an equal opportunity employer and female graduates are encouraged to apply.

Applicants should submit an application letter, a curriculum vitae, certified copies of certificates and expected remuneration package to:
The Registrar
Pharmacists Council of Zimbabwe
2 Cork Road Belgravia Harare, P O Box CY 2138 Causeway, Harare
Email: admin@pcz.co.zw

Closing date: Friday 18 February 2022