



**Centre for Environment and Development  
for the Arab Region and Europe**

## Job Description – IT Specialist

<b>Position Title:</b>	IT Specialist
<b>Organization:</b>	Centre for Environment and Development for the Arab Region and Europe (CEDARE)
<b>Duty Station:</b>	Cairo, Egypt (with travel to governorates as required)
<b>Contract Type:</b>	Consultancy (Part-Time Basis)

### 1. Background

The Centre for Environment and Development for the Arab Region and Europe (CEDARE) is an intergovernmental organization established in 1992 to promote sustainable development through research, capacity building, knowledge dissemination, and partnerships.

### 2. Purpose of the Position

The IT Specialist will oversee and manage the organization's information technology systems, infrastructure, and technical support functions. The role is responsible for ensuring the reliability, security, and efficiency of all IT operations while supporting staff with technical solutions and maintaining smooth day-to-day IT services.

### 3. Key Duties and Responsibilities

#### A. IT Operations & Infrastructure

- Manage and maintain the organization's IT infrastructure, including computers, networks, internet connectivity, printers, and communication systems.
- Ensure all IT systems operate efficiently with minimal downtime.
- Monitor system performance and troubleshoot technical issues.

#### B. Technical Support

- Provide technical support to staff for hardware, software, email, and network-related issues.
- Coordinate maintenance and repairs of IT equipment.
- Support remote users and office-based employees.

#### C. Cybersecurity & Data Protection

- Implement and monitor cybersecurity measures and antivirus protection.



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- Ensure data backup and recovery procedures are in place and regularly tested.
- Maintain confidentiality and security of organizational data and systems.

### **D. Systems & Software Management**

- Manage software installations, updates, licenses, and subscriptions.
- Recommend suitable IT solutions to improve operational efficiency.
- Support implementation of archiving and document management systems.

### **E. IT Policies & Documentation**

- Develop and maintain IT policies, procedures, and user guidelines.
- Maintain inventory records of all IT assets and equipment.
- Prepare periodic IT status and maintenance reports.

### **F. Vendor & Service Coordination**

- Coordinate with external IT vendors and service providers.
- Evaluate quotations and recommend IT purchases when needed.

## **4. Qualifications**

### **A. Education**

- Bachelor's degree in Information Technology, Computer Science, or related field.
- Relevant professional certifications are an advantage (e.g., Microsoft, Cisco, CompTIA).

### **B. Experience**

- Minimum 5 years of experience in IT management or IT support roles.
- Experience managing networks, systems, and organizational IT operations.

### **C. Skills & Competencies**

- Strong troubleshooting and problem-solving skills.
- Knowledge of networking, cybersecurity, and cloud-based systems.
- Ability to manage multiple tasks independently.
- Good communication and interpersonal skills.
- Strong organizational and documentation abilities.
- Ability to work on a part-time and on-call basis when required.

## **Preferred Candidate Profile**

- Reliable and proactive professional.
- Ability to lead and guide the IT function independently.



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- Strong sense of confidentiality and accountability.
- Capable of supporting digital transformation and archiving initiatives.

### 5. How to Apply

- ❖ Interested candidates should submit their CV and any supporting documents via email to: [hrcedare@gmail.com](mailto:hrcedare@gmail.com)
- ❖ Please indicate the following subject line in the email:  
“**Application for IT Specialist – CEDARE**”
- ❖ Application deadline: **Thursday, May 26, 2026 – 5:00 PM (Cairo Local Time)**
- ❖ Only shortlisted candidates will be contacted.