



MEFMI

Macroeconomic and Financial Management
Institute of Eastern and Southern Africa

Your trusted capacity building partner

VACANCY- INFORMATION TECHNOLOGY MANAGER

Job Summary

Reporting to the Director, Finance and Administration, the Information Technology Manager provides strategic and operational leadership in the planning, design, implementation, management and maintenance of MEFMI's information and communication technology systems.

The position provides ICT advisory services, supports data protection and cybersecurity, and builds ICT capacity among staff and other MEFMI stakeholders to enable secure, efficient and digitally enabled operations.

Key Performance Areas:

- i. ICT Strategy and Policies — Develop, implement and periodically review the ICT Strategy and policies to ensure alignment with MEFMI's overall business strategy.
- ii. ICT Security and Data Protection Governance — Develop and implement appropriate ICT security and data protection strategies, policies and frameworks in compliance with applicable legal and regulatory requirements.
- iii. Emerging Technologies and Digital Transformation — Assess and advise on emerging technologies, including Artificial Intelligence, to support the Institute's transition towards digitally enabled operations.
- iv. Cybersecurity and Risk Management — Advise Management on cybersecurity risks, conduct risk assessments and recommend and implement appropriate mitigation measures.
- v. ICT Hardware and Software Procurement — Conduct technology needs assessments, Data Protection Impact Assessments (DPIAs) and gap analyses to inform the acquisition of ICT hardware, software and related services.
- vi. Electronic Communication and Network Infrastructure — Manage and maintain LAN/WAN infrastructure and ensure reliable and secure electronic communication systems.
- vii. Network Services — Identify, configure, implement and maintain appropriate services required to support the Institute's network infrastructure.
- viii. Network Architecture and Design — Develop and maintain conceptual and technical models of the Institute's network, including the interaction and integration of its various components.
- ix. Management Information Systems — Maintain and support the Institute's administrative and programme management information systems.
- x. Data Management and Protection — Review business processes and integrate data protection, privacy and security controls into data management and operational processes.
- xi. ICT Administration and Service Management — Ensure appropriate levels of information security and data protection are incorporated into ICT service contracts, agreements and vendor arrangements.
- xii. Business Continuity and Disaster Recovery — Develop and maintain business continuity and disaster recovery plans for critical ICT systems; conduct Business Impact Analyses and implement appropriate preventive and recovery controls.

Qualifications and Experience:

- a. A Master's degree in Information and Communication Technology (ICT), Computer Science, Information Systems or a related field, or an MBA with a relevant ICT qualification.
- b. At least five (5) years of progressive professional experience, of which at least three (3) years should be at supervisory or managerial level in an ICT/IT function.
- c. Demonstrable understanding of ICT management, digital transformation, cybersecurity, data protection and ICT service delivery.



MEMBER COUNTRIES

Added Advantages:

- a. A PhD in a relevant field.
- b. Professional ICT security and cybersecurity certifications.
- c. Professional certifications in ICT service management, network management or related disciplines.
- d. Experience in implementing digital transformation, cloud technologies, cybersecurity, data protection and emerging technologies, including AI.



MEMBER COUNTRIES

TERMS AND BENEFITS

The successful candidates for the above positions will be appointed on a fixed-term contract of three (3) years, renewable subject to satisfactory performance and the applicable terms and conditions of service.

MEFMI offers an attractive remuneration package in United States Dollars (USD), which is competitive with those offered by comparable regional organisations.

LOCATION

The positions are based at the MEFMI Secretariat in Harare, Zimbabwe. The official working language of the Institute is English.

APPLICATION PROCEDURE

Applications should be submitted no later than 23 October 2026 at 16:30 hours.

Interested candidates should submit:

- An updated and detailed Curriculum Vitae (CV); and
- A cover letter clearly indicating the position being applied for.

Applications should be submitted electronically to: recruitment@mefmi.org
At this stage, applicants are required to submit only their updated CV and cover letter. Certificates and other supporting documents are not required at this stage. No hard-copy applications will be accepted. Only shortlisted candidates will be contacted.

MEFMI is an equal opportunity employer, and both male and female candidates are encouraged to apply.