

BECOME PART OF A DYNAMIC TEAM

IT Specialist

Letlole La Rona Limited (LLR/the Company) is a variable rate loan stock company whose mission is "To integrate our Basket of Wealth into the African Economy through value enhancing Real Estate Investments, which unlock superior returns for our shareholders whilst connecting and empowering our communities is looking for a IT Specialist who is ready to infuse innovation when delivering impactful real estate solutions with high integrity and agility to join our self-driven exciting team for a fixed period of 24 months.

Purpose of the Job

Reporting to the Chief Financial Officer, the incumbent will assist Management on the Implementation of an Enterprise Governance of Information and Technology (EGIT) Framework and report to Management on progress of the implementation, execute tasks as required by the implementing Consultant and ensure compliance monitoring and enforcement of the EGIT Framework once implemented. The candidate will also assist in drafting an Information Technology Strategy and audits performed in line with the objects and mandate of LLR.

Responsibilities include but are not limited to

- Assist in the implementation of IT governance and management processes as stipulated in the EGIT framework and as advised by the Management Consultants
- Oversee the implementation, deployment and operations of information systems and technology solutions for business needs
- Facilitate, implement and monitor IT projects
- Provide technical advice and assistance to office staff as needed
- Develop and maintain Standard Operating Procedures for IT support
- Liaise with vendors and service providers to ensure efficient and cost effective acquisition of technology and services
- Plan end user training as required
- Conduct capacity planning for network bandwidth, storage requirements and other applications
- Develop policies and procedures for IT within the organization
- Stay informed on new or emerging trends in Information Technology to guide on the technologies to adopt that will be beneficial to the organization

- Develop and implement information (and cyber) security controls as per industry's best practice
- Monitor information (and cyber) security in line with the organization's information (and cyber) security policies
- Infrastructure and network performance monitoring
- Create status reports as required.
- Perform other related duties as assigned

Qualifications

- Bachelor's Degree in Information Technology or a related field
- Professional certification in ISO 27000, COBIT, ITIL will be an added advantage.

Professional Memberships: Any IT related bodies will be an added advantage.

Experience

A minimum three (3) year's experience in Information Technology.
Key Competencies:

- Customer Focus & Communication
- Energy & Stress, Teamwork
- Quality Orientation and Time Management
- Adaptability/ Flexibility and Creative and Innovative Thinking
- Decision Making and Judgement and Planning and Organizing
- Problem Solving and Result Focus
- Accountability and Dependability and Ethics and Integrity
- Strong analytical, problem solving, and critical thinking skills
- Ability to manage multiple assignments and meet deadlines
- Good interpersonal skills
- Knowledge of IT best practices, policies, and regulations
- Proficiency with information security technologies and IT principles

A detailed Curriculum Vitae (CV) including names of two referees and certified copies of academic and professional certificates should accompany applications.

Applications should be addressed to:

Chief Executive Officer
Letlole La Rona Limited
P O Box 700 ABG
Gaborone

And emailed to: recruitment@letlole.com

Applications should be received on or before **20 October 2023**. Only shortlisted candidates will be responded to.

Tel: (+267) 318 0301

Fax: (+267) 318 0357

Email: info@letlole.com

Website: www.letlole.com



Letlole La Rona Limited