



*for a living planet*<sup>®</sup>

## The World Wide Fund for Nature in Cameroon seeks an IT Intern

The World Wide Fund for Nature (WWF) is one of the largest independent conservation organizations in the world. We are an international NGO committed to environmental protection active in almost 100 countries. We have been working in the Congo Basin in Central Africa since 1978.

WWF has a large and growing conservation programme in the Republic of Cameroon. We are implementing various projects dealing with protected areas management, forest management; support to various NGOs, Civil Society Organisations and many government ministries (Agriculture, Education, Planning etc.) to promote sustainable development in Cameroon.

The IT department has a crucial role to play in assisting WWF in managing this challenging agenda. The WWF-Cameroon Country Office is therefore looking for a dynamic and committed person, student or young graduate for an internship within the IT department of our structure.

Under the direct supervision of the Senior IT Officer, he / she will provide technical support to the staff of the Yaoundé office as well as those of the field sites.

**Location:** Yaoundé, Cameroon

### **Main responsibilities:**

- Solve occasional problems of users, assist them in their daily IT requests (help desk).
- Ensure the migration of all CCPO computers from MS Windows 7 Pro to MS Windows 10 Pro, in order to eliminate the security risk due to the end of life of Win 7 Pro in January 2020.
- Work on updating the computer inventory file
- Ensure the implementation of the automatic asset management software module in GFS.
- Ensure the labeling of all CCPO assets by a complete and professional printing of the labels.
- Analyze and ensure the smooth operation of automatic daily backups of user data on the QNAP, and ensure weekly backup off-site.
- Ensure the collection of user data to update the online library e-Library set up since 2017.
- Ensure good antiviral protection of computers
- Help ensure that IT policies are implemented at the level of users
- Realize small web applications for automatic management of certain processes, in order to improve staff productivity.

### **What you need:**

#### **Required Qualifications**

- 2 / 3 years undergraduate level in computer science (IT).
- Knowledge of Computer Network and Network Security.
- Knowledge in computer maintenance.
- Web development.
- Knowledge in database (MySQL, Apache) and tools such as Visual Basic, PHP, ASP, JavaScript...

### **How to apply?**

Email a cover letter and CV to [recruit-cam@wwf.panda.org](mailto:recruit-cam@wwf.panda.org)

**The subject should read IT-INTERN19. Deadline for applications: 20 June 2019.**

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted three (3) days after closing, consider your application unsuccessful.

*WWF is an equal opportunity employer and committed to having a diverse workforce*