



Leather for Health, Wealth and Luxury!

Terms of Reference

(Information Technology and M&E Expert)

I. Background

The Africa Leather and Leather Products Institute (ALLPI) was chartered in 1990, with the endorsement of 17 COMESA Heads of States. ALLPI is headquartered in Addis Ababa, Ethiopia. Africa Leather and Leather Products Institute is an international organization responsible for the development of leather sector in the Africa continent.

II. Position: Information Technology and M&E Expert

III. Job Summary

The Information Technology and M&E Expert for managing IT systems and designing and implementation of M&E systems. He/she in addition is expected to contribute to capacity building of stakeholders and value chain actors.

IV. Specific Functions and Responsibilities:

- Assess IT infrastructure and software on a regular basis to ensure it continues to meet necessary demands of the organization;
- Design and manage the website content of the institution;
- Manage daily operations of the IT department;
- Develop new strategies and IT procedures to increase efficiency, enhance workflow and improve customer satisfaction;
- Protect customer data from outside infiltration through encryption, secure data storage and other necessary means;
- Assist with the installation of new hardware and software and help train employees on its use;
- Offer suggestions for possible upgrades and changes within the IT department
- Administer network and data security, including directory, group policy, firewalls, antivirus, email security, etc.;
- In cooperation with the Leather Value Chain and Tannery Expert (LVC& TE), ensure that a detailed inventory of the leather value chain statistics (trade, production, supply, consumption, relevant sector companies, other facilities, etc.) of the region are made available through the LTIN web portal;
- Manage web-based networking systems, database and information sharing tools, ensuring the maintenance of system security;

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