



Job Vacancy: ICT Officer

A. Introduction

Delight Development Opportunities Tanzania Limited (DDO Tanzania) is a registered Tanzanian company serving as a one-stop center for professional advisory and consultancy services. We specialize in transforming development challenges into sustainable opportunities across diverse sectors, including Human Resources Management, Business Development Services (marketing, sales, customer care), Organizational Development, Capacity Building, and social, health, education, and general development services.

Through client-centered and customized solutions, DDO Tanzania supports organizations to enhance performance in management, operations, investment decisions, marketing, customer care, financial management, and access to financing and markets. More information is available at www.ddotanzania.co.tz.

We are seeking a highly motivated and qualified candidate to join our team as **ICT Officer**.

B. Key Responsibilities

The ICT Officer will oversee ICT functions, ensuring smooth operations across the company and its sister companies (DDO Tenders, Nathanai Security Company LTD, Nathanai Investments LTD, Nathanai Cleaning Services LTD, Nathanai Broakers and Debt Collection LTD and Nathanai Leather Products LTD). The role involves managing networks, providing technical support, maintaining systems, and leading digital communications.

C. Specific Duties

- Install and configure hardware, software, systems, networks, printers, and scanners
- Monitor and maintain computer systems and networks
- Respond promptly to service issues and requests
- Provide technical support across the companies
- Repair and replace equipment as needed
- Test and evaluate new technologies
- Build staff capacity on ICT matters
- Develop content for websites, social media, and external communications

- Manage social media platforms for DDO Tanzania, DDO Tenders, Nathanai Security Co. LTD, Nathanai Investments LTD, , Nathanai Cleaning Services LTD, Nathanai Broakers and Debt Collection LTD and Nathanai Leather Products LTD)
- Support design, branding, graphics, and printing activities for Nathanai Investments LTD
- Develop, manage, and regularly upload new tenders in the DDO tender's portal
- Perform other related duties as assigned by the supervisor

D. Qualifications and Skills

- Bachelor's degree or Ordinary Diploma in IT, Computer Science, Computer Engineering, or a related field
- Minimum of 3 years' relevant experience
- Experience in ICT support and troubleshooting in the private sector is an added advantage
- Strong skills in: decision-making, integrity, professionalism, communication, problem-solving, teamwork, adaptability, and critical thinking

E. Application Procedure

Interested candidates should submit their application package, including all required attachments, to **info@ddotanzania.co.tz** no later than **5th October 2026**.