

# HOMELINK VACANCY



## ASSISTANT ICT MANAGER

Homelink Group, a diversified powerhouse in financial services and property development, is inviting applications for the position of **Assistant ICT Manager**. This role is tailor-made for a high-performing, self-starting professional looking to apply their expertise in a complex, multi-sector environment. If you thrive on results and seek a career-defining challenge, Homelink offers the perfect platform for your growth.

### JOB SUMMARY

Reporting to the Finance & Investments Director, the position will provide support in the following:

#### Job Description

- Develops and maintains the local and wide area network infrastructure to ensure it is fit for purpose and supports the requirements of all teams.
- Implements a regular programme of external vulnerability testing in line with the Cyber
- Security policy and resolve issues uncovered.
- Maintains and develops telephone and mobile communications technology to improve service, reduce costs and identify areas for future improvements.
- Maintains and updates Homelink's core ICT infrastructure to ensure the availability of ICT systems and administers access for members and staff.
- Builds and manages physical and virtual servers, including system updates, backup and recovery.
- Delivers an effective ICT Support service and reviews opportunities for improvements.
- Specifies, purchases, installs, supports, and decommissions ICT hardware, software and consumables.
- Implements a hardware replacement programme and capital investment within the budget allocated from core or project funds.
- Ensures compliance with ICT licensing, warranty and support contracts for hardware and software.
- Implements security systems to protect Homelink's network and data.
- Implements and advises on Business Continuity Procedure (BCP) solutions.
- Performs diagnostic testing on computer equipment.
- Repairs and/or replaces failed parts on laptops, i.e., keyboard, modem, memory, hard drive, FDD, planar, sub card, etc.
- Performs daily backups, systems, and server maintenance.
- Leads on the procurement of ICT systems and services with a sound knowledge of Homelink's procurement procedures.

## Qualifications and Experience

- BSc/BA in Computer Science, Software Engineering or relevant discipline.
- Database management systems (such as SQL, MYSQL, PostgreSQL)
- A minimum of 5 years similar work experience.
- Related Professional qualification.

## SKILLS AND COMPETENCES

### Technical Expertise

- Network Infrastructure: Advanced proficiency in designing and managing Local Area Networks (LAN) and Wide Area Networks (WAN).
- Data Management: Robust experience in Database Management Systems, including SQL, MySQL, and PostgreSQL.
- Business Resilience: Expertise in developing and implementing Business Continuity and Disaster Recovery (BCDR) strategies.
- Hardware Maintenance: Hands-on ability to troubleshoot and perform hardware repairs.

### Leadership and Soft Skills

- Strategic Problem-Solving: Strong analytical, research, and diagnostic skills to resolve complex technical issues.
- Resource Management: Proven ability to manage time, prioritize resources, and coordinate effectively with staff and external partners.
- Communication and Training: Exceptional verbal and written communication skills with the ability to facilitate staff training and technical knowledge transfer.
- Adaptive Learning: A proactive commitment to continuous professional development and mastering emerging technologies.

### How to apply

Interested and qualified candidates are invited to submit their application letter, a detailed CV, and certified copies of academic and professional certificates to: **fsvacancies@homelink.co.zw**.

**Closing Date:** Applications must be received no later than **Monday, 15 June 2026**.

Please note that late submissions and any form of canvassing will result in automatic disqualification.

**Only shortlisted candidates will be contacted.**

#### Head Office

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