A Cup of tea and a chat

"It's a moment of peace and a chance to chat before they go back out into the world. This builds trust and strengthens our relationship."

Keiran Smith, CEO Mr. Green Africa

Who We Are

"Create a new game of recycling in emerging markets by changing the perception of waste"

When you look at a waste picker, what do you see? What do you feel? What do you think? Do you smile and thank them for clearing the man-made mess on the streets and in our homes? Do you recognise their occupation as a noble venture that saves us from potential toxicity? Could they be just like you? With hopes, dreams and demanding waste collection schedules? At Mr. Green Africa, we acknowledge their value.

That being said, we have designed a human-centred business model that illustrates shared value at its best. Mr. Green Africa incentivises marginalised waste pickers and base of the pyramid stakeholders by offering premium prices and added benefits. This restores their dignity and alleviates poverty while at the same time providing a continuous supply of valuable recyclables to Mr. Green Africa.

Mr. Green Africa then processes the recyclable material into valuable raw material and feeds it back into plastic manufacturers' supply chain to enable them to achieve circular economy goals, and benefit from raw material cost savings while simultaneously creating a positive environmental impact.

For this endeavour and journey ahead, we are looking for passionate people with a genuine heart, who also believe in doing well by doing good and want to put their skills in a more purposeful working life.

IT Project Assistant

Summary: Mandated to oversee and maintain all aspects of a company's computer infrastructure. This includes maintaining networks, servers and security programs and systems. IT Administrators manage the upgrade and installation of new hardware and software, perform troubleshooting to address any problems with computer systems, and assess viruses and potential threats to a company's network. IT Administrators might also monitor the use of email, create and change passwords, make suggestions for improvements to computer systems, backup data and perform data recovery if needed. The incumbent will also be required to make sales and train staff on the software.

PRINCIPAL ACCOUNTABILITIES

- Efficient systems design that allow all components in the network to work properly together.
- Train staff on new software or project
- Troubleshoot problems reported by users and identify user needs
- Proactively advise on future upgrades of hardware and networks
- Monitor system's performance and liaison with ISP to determine optimal solutions that are most cost effective to the enterprise.
- Maintain integrity of the network, server deployment, and security and store systems configurations
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.
- Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
- Perform regular file archival and purge as necessary.
- Repair and recover from hardware or software failures. Coordinate and communicate with affected users

- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure or add new services as necessary.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required
- Meeting the set targets for the software sales

KNOWLEDGE/SKILLS/EXPERIENCE/SPECIAL FEATURES.

- Bachelor's Degree in Computer science, information Technology or other closely related disciplines is an added advantage
- Certifications in A+, N+, MCSE, would be highly recommended
- Good communication and interpersonal skills.
- Ability to network and establish effective working relationships across the organization.
- Team player
- Minimum of 1 year Experience in a reputable company with similar roles.
- Demonstrate creativity and innovative skills. Proactive and with a sense of urgency
- Demonstrate ability to constantly keep abreast with research in IT, keen on IT conferences and inquisitive on new ideas and ultimate implementation.
- Hands on the job and ability to perform tasks with no supervision.

WORKING CONDITIONS:

This position sometimes requires working late in the evening and weekends, sometimes with little advance notice.

Mr. Green Africa is an equal opportunity employer.

To apply, please send your CV and Cover Letter to recruitment@mrgreentrading.com.