



Headquarters: Nyamata, Bugesera District, Rwanda | Uganda: Plot 14 Tabingwa Road, Walukuba - Masese Division, Jinja District | info@earthenable.org | www.earthenable.org

Job Title: Systems Associate

Company: EarthEnable Uganda Limited

Reports to: Systems Manager

Position: One (1)

Who We Are

At EarthEnable, we believe that our clients deserve our very best. Morning high-fives are the best way to start the day, and the best ideas can come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure, their homes. Our focus is not just building floors but growing our organization and creating a better future for rural families.

What We Do

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda and Uganda. 80% of Rwandans and Ugandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embodied energy. Earthen floors are prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished.

About the Role

This role will work collaboratively with our systems team in Rwanda as well as district teams across Uganda. The person in this role will be exposed to a wide range of systems activities and will gain experience from a variety of tasks, including analysis and cleaning of large datasets, providing IT support and training to employees throughout the company, developing IT tools to improve our business processes, and more. We are looking to hire someone who is a quick learner, a self-starter, comfortable working with computers, and interested in growing into a managerial role. He/She will be working in Jinja in close interaction with the systems manager.



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The responsibilities of this role will include, but not be limited to:

- Serve as a system administrator for the salesforce.com environment
- Handle all basic administrative functions including user account maintenance, reports and dashboards, workflows, and other routine tasks
- Complete regular internal system audits and prepare for upgrades and handle salesforce user data entry errors
- Train fellow employees in how to use the current system and how to adjust to system updates
- Mass updating and uploading of data as needed
- Work from salesforce back-end to ensure all workflows are aligned with the company's needs
- Coordinate the evaluation, scope, and completion of new development requests.
- Implementing innovative solutions
- Travel to districts across uganda to clean data, train new employees, and complete other systems tasks
- Learn how to manipulate other IT tools used by EE including Formyoula, WordPress, etc.
- Complete full system backup
- Assist all departments as needed
- Clean, Analyze and present datasets independently and in collaboration with fellow employees

Qualifications

- A bachelor's diploma/degree in computer science, information technology and any related courses
- 3-4 years of work experience with at least 2 years working with IT systems
- A knack for IT and a passion for helping people to improve their lives through our product
- Strong computer skills(use of MS Office, advanced excel, structured query language(SQL) etc) and a demonstrated ability to learn new computer programs quickly
- Effective at collaboration and instructing employees in how to use systems
- Ability to work independently
- Fluency in english and the ability to communicate in these two local languages:- lusoga and luganda
- Prior knowledge of salesforce or an equivalent CRM platform a plus



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- Strong written and verbal communications skills
- Positive attitude, self-starter, entrepreneurial spirit, sense of humor, and willingness to learn new things
- Analytical, have an outstanding work ethic, and pay attention to detail
- Resourceful and a creative problem solver
- Multi-tasking capabilities - able to manage resource issues and multiple priorities with little or no direction
- Should have strong alignment with Earth Enables values:
 - Take pride in our impact on health. Work passionately to change the way people live.
 - Set the bar for customer care. Exceed their expectations every step of the way.
 - Work hard and work together to achieve our most ambitious goals and dreams.
 - Be resourceful and responsible with money; our impact depends on it.
 - Treat everyone with fairness, empathy, and concern with which we expect to be treated.
 - Trust each other to have the humility to support and the vulnerability to be supported.

To apply, please deliver hard copies of your CV, academic transcripts to our head office in Walukuba - Jinja **OR** send soft copies to gloria@earthenable.org. The deadline for receiving applications will be 20th.August.2022.