



External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Radio Operator Intern
Location: Juba
Grade & Level:
Contract Type: Fixed Term
Number of post: 1

KEY RESPONSIBILITIES:

Communications

- Operate HF, VHF and other communication equipment to communicate with Oxfam remote field bases, vehicles in operations and staff in the field to gather or disseminate information.
- Gather Security, weather and other useful operational information and share the same with the security focal point and logistics for purpose of facilitating operations and field moments.
- Undertakes and/or Coordinate radio communications in related aspects of locating and contacting and tracking field movements or operations.
- Liaise with other NGOs in other operational areas as may be necessary or requested to get specific operational information.
- Act as the central point of all vehicle /movement dispatch, acting on all vehicle requests and with clear monitoring/tracking responsibilities, and logging the same in the movement board and the radio communications logbook.
- Updating the Callsigns, route codes lists and other contact information for Oxfam and ensuring that the same is clearly circulated and share within the program and displayed in all vehicles and radio rooms.
- Maintain a clear communications equipment inventory, clearly tracking issues and status

- Monitoring the use of radio and telephone communications equipment in the network, correcting wrong use of procedures and, as soon as possible reporting any irregularities relating to misuse or faults to the supervisor.
- Informs the CSA or a delegated security focal point immediately of any incident / accident received via communications network.
- Mans the radio room and all the equipment and facilities therein.

SKILLS AND COMPETENCIES:

- University degree in any relevant field. Background in Communications is preferred
- Some knowledge in Humanitarian Security practices
- Has an exceptional interpersonal relationship skills
- Good written/oral communication skills, with good written and spoken English
- Excellent computer skills (MS-Word, MS-Excel, MS-PowerPoint, Internet, E-mail)
- Proven skills and experience in radio communication operations
- Basic technical skills/knowledge in radio, electronic or electrical
- High level of integrity with respect to handling confidential matters and sensitive issues
- High level of tact and diplomacy and the ability to use appropriate styles and methods of communication in providing professional support
- Ability to work well with others in a multicultural set-up
- Good knowledge and understanding of the physical geography, culture, and differing contexts of the country of operation
- Ability to observe situations objectively and to report and record them clearly and completely

Work Environment

- Willingness to work in a confined area
- May be sent to errands for the Safety and Security Department
- Expected exposure to stressful environment
- The position requires high flexibility in work hours
- No travels required

Deadline for submission of applications is 03 June 2019. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.

NB: This position is open to only South Sudanese women.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks.