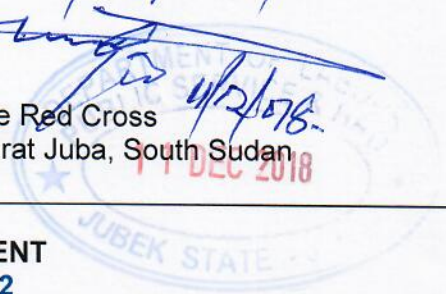




Duly Approved

ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



**JOB ADVERTISEMENT
ICT SPECIALIST 2
Based in Bor**

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 13,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are currently more than 700 ICRC staff working in Bentiu, Bor, Equatorial, Juba, Malakal, Rumbek and Wau. The ICRC is looking for an enthusiastic and motivated person for the above mentioned position.

ICRC is an Equal Opportunity Employer giving the highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

- ICT Specialist 2 manages and organizes all ICT systems and services in the location where s/he is posted. S/he assists the ICT Manager in designing and installing ICT infrastructure.

Main Duties and Responsibilities:

- Ensures ICT inventory is updated regularly and maintains adequate stocks levels.
- Ensures existing ICT infrastructure is functional.
- Ensures that global/country-level policies and procedures are implemented and followed.
- Briefs, advises and trains end-users on the ICRC's ICT systems.
- Maintains ICT stock inventory, and carries out regular physical checks.
- Drafts and updates technical documentation for all IT equipment.
- Carries out the duties of ICT Specialist 1 when s/he is absence.
- Manages and trains ICT teams in workplace or second level user support.
- Interacts with ICRC employees internally.
- Assists in the maintenance of all ICT Infrastructure.
- Ensures installation and maintenance is carried out according to ICRC procedures and guidelines.
- Assists in the deployment of institutional projects and ensures that all ICT systems are compliant to the latest standard.
- Regularly take ICT support mission to the ICRC bases or field locations.
- Assists in proper management on park of ICT Material.
- Assists in Information System Inventory is up to date and according physical location of all items.
- Creates and updates technical documentation of ICT Installation (under Superior's supervision).
- Files all important documents concerning ICT Department.
- Makes sure business continuity during absence (create a backup system).
- Ensures ICT materials movement, and stock of materials are matched with latest Information System Inventory situation. Reports on any low level stock necessarily
- Assists in cooperation with regional monitoring specialist, the monitoring of all ICT Systems in the Area of Responsibility (AoR), in order to mitigate potential problems.
- Ensures that the ICRC standard and guidelines are respected at all level.
- Carries out the troubleshooting or escalates any potential issues to the next level if necessary.
- After field visit, writes a report to management (copy to ICT Responsible) and puts necessary follow-up; Ongoing IT matters / IT pending, done IT activities, IT inventories, Technical problems & solutions



Only short-listed candidates will be contacted. Application files not retained will not be returned.

- Represents the ICT to the users in the Sub Delegations and in the field.
- Replaces his ICT Colleagues in case of needs.

Education and experience required

- Technical college or University degree in ICT
- 2 years experiences in IT Field and Telecom, including Radio voice and data communication.
- 4 years' work experience in a similar function
- Good command of written and spoken English
- Capacity to integrate and implement ICRC policies and procedures
- Confirmed capacity to work independently
- Capacity to train and organize work for other Junior ICT Staff/ICT Relay
- Willingness of self-education in ICT
- Good analytical and communication skill.
- Capable of assessing situation in the field from a distance and initiate necessary actions
- Confirmed capacity to work under pressure and within given time frame.
- Skilled in the following competencies: Adapting & Learning; Planning, Organization & Assessment; Communication (ability to express and exchange views and ideas); Analysis & Synthesis

HOW TO APPLY

Interested candidates should submit their application clearly marked "**ICT SPECIALIST 2 - Bor**" (including C.V. written in English) and copies of certificates at latest **Friday, 04th January 2019** to the **HR Manager**.

either: At the ICRC reception in **Bentiu, Bor, Equatorial, Juba, Malakal, Rumbek and Wau**

or By email to: jub_recruitment_services@icrc.org



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