DRC DANISH REFUGEE COUNCIL

DDG DANISH DEMINING GROUP

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Introduction

DRC is an international non-governmental organisation, which promotes and supports durable solutions for refugees and internally displaced people in more than 30 countries world-wide. DRC programme components include support to South Sudanese communities through Protection, Livelihood, Emergency programs. DRC has a long-term view to its programming in South Sudan and expects to grow significantly in the near future. The current DRC projects are funded by international recognised donors such as DANIDA, SIDA, BPRM, and EC, ECHO various UN agencies as well as by DRC own funds among others.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in South Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Upper Nile Region and Abyei Administrative Area. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly $20m+ programme in 2016, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	Information Technology (IT) Officer (1) post
Report to:	~~Administration officer~~ Senior IT officer
Duty Station:	Juba
Contract Type	Fixed-Term with possibility of extension depending on funding availability and performance
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy – Non negotiable
Advertisement Closing Deadline	June 29th 2016

Purpose of the post

- The IT Officer will be responsible for supporting a well maintained office network system including servers and other devices, and will assist in other IT related administrative tasks.
- The Information Technology (IT) Officer will be directly supervised by the Senior IT Officer. S/he is responsible for to support the provision of a wide range of networking and computer-support services to all staff in Juba and other DRC field offices, involving the effective utilization, maintenance, updating and enhancement of IT systems, while assisting in data compilation and statistics reporting whenever required.

Responsibilities and Tasks

To achieve the overall and specific position's objectives the IT Officer will perform the following tasks and undertake the following responsibilities:

- Assist with the initial set-up of any new DRC office/guesthouse from IT perspective;
- Support with the monitoring and administering Windows systems, advising users on the optimal utilization of in-place systems and tools;

- Support and guide all staff in maintenance of all IT related systems and equipment;
- Troubleshooting, maintaining and updating staff workstations, as well as diagnosing and resolving network and server connectivity issues;
- Assist in maintaining and managing the email server;
- Assist in configuration of the set-up of wireless routers, repeaters, DSL modems, load balancers, etc;
- Maintain a consistent accounting of software license usage, request new license purchases when appropriate, and follow-up on all licensing-related issues;
- Support in maintaining regular back-ups of office data, and periodically test the restoration of them;
- Ensure all DRC systems are protected against viruses or spywares;
- Suggest and implement internet restrictions on users in consultation with the Senior IT Officer and Administration Manager.
- Support in developing a system of email based IT trouble shooting to receive requests and addressing them.
- Provide maximum support to the field offices for IT setups, email, routers, anti-virus and networking.
- Visit field offices as and when needed.
- Liaise with Logistics and place supply and repair requests related to IT assets;
- Keep a log of repairs and replacements of IT assets.
- Liaise with Logistics in keeping the inventory of the IT equipment
- Any other task assigned by the Admin Manager to improve the efficiency of the work and is mutually agreed.

PERSON SPECIFICATION

Qualifications and Experience:
- A minimum of Diploma in IT is required or similar qualifications and experience in Information Technology
- Work experience in humanitarian aid related organizations.
- Proven organizational ability
- Ability to work proactively and with initiative
- Commitment to a team approach.
- Good interpersonal and communication skills
- Flexible, reliable and trustworthy
- Fluency knowledge of English (verbal and written)
  Local Arabic language is necessary

How to apply:

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through **jobs.southsudan@drc-ssudan.org**

OR

Submit your hard copy application to the Human Resource department to the attention of Senior Human Resources officer, Recruitment, benefit and compensation, DRC Office along Addis Ababa road, opposite NPA officer.

Title of the position/vacancy number <u>MUST</u> be clearly mark in the application and on envelop.

DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese only to apply, irrespective of gender or age. Female Candidates are strongly encouraged to apply.

Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date. .

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website http://southsudanngoforum.org/jobs for other suitable opportunities.