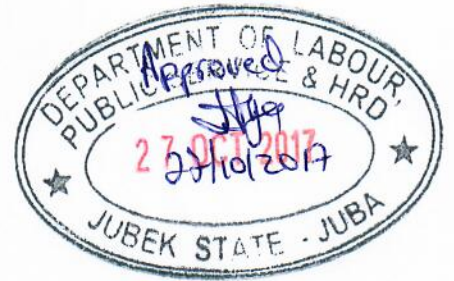




ICRC

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



JOB ADVERTISEMENT

Radio Operator II Based in Wau

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Wau.

Main Duties & Responsibilities:

- Operates all equipment for Voice (Tel, VHF, HF, Thuraya) and for Data communication (Lotus Notes)
- Provides guidance on the telecommunication transmission guidelines and coaches drivers and field teams accordingly
- Selects most efficient mean of communication (inside and outside ICRC), taking into account format (electronic or paper), speed and price
- Keeps record and tracks of Sat-phones, portable radios or other IT equipment based in the radio-room and checks them on a daily basis
- Reports any malfunctioning equipment or disappearances immediately to the Administrator
- Respects international and national radio procedures when contacting other stations; Monitoring of Movements in Town; records all movements in Wau town and follows up with the drivers should they not reach their destination within a reasonable time frame; implements movement restrictions to certain areas based on the advice of the HoSD or replacement
- Outside working hours monitors the curfew for mobile staff and advises them should they surpass the curfew hours. Carries out head count of mobile staff after curfew hours and informs the HoSD immediately should someone not be accounted for; Facilitates the radio check before the Field Trip
- Ensures that the field trip form is correctly filled and approved, numbers it and records the data on the board
- Registers all contacts in Logbook / Field Mobile Log Database upon departure and follows up on the teams should they miss contact or report a problem, informs the HoSD or replacement immediately should there be a problem
- Relays field movement of teams outside Wau AoR to Juliet Bravo or Romeo Uniform respectively
- Makes sure that all mobiles arrive at their destination and waits until confirmation comes
- Imposes movement restrictions upon advice from HoSD or replacement
- Registers and treats incoming and outgoing information confidentially, rapidly and with accuracy
- Distributes urgent and private messages directly to the concerned persons
- Makes national and international phone connections using the least expensive telephone systems available
- Maintains switchboard equipment clean and well-functioning; briefs / trains the new users about radio communication rules and procedures; gives first level ICT support for the sub delegation
- Places orders to JUB ICT department if needed (laptops, communication equipment) and ensures follow up;
- Updates monthly the list of Thuraya and GSM telephone & Sim Card S/N used by WAU Office/Sub Delegation, and the attribution of these items;
- Keeps the ICT inventory of the Sub delegation for VHF; Mobile phones, Thurayas, and other ICT equipment up-to-date and liaises with JUB ICT department for maintenance needs; performs function checks on the Thurayas and Radios in the safe areas once a month; manages ICT materials and ICT consumables and updates the IS inventory; files all important documents related to ICT

Minimum Required Knowledge & Experience:

- Secondary School or Equivalent (G.C.S.E or Standard Grade Exam)
- Additional vocational training in electronics, telecommunication, IT or similar field
- 2-4 years of experience in electronics, information technology, telecommunication or similar position
- Conversational in English and Arabic; intermediate level in computer skills
- Excellent knowledge of the geographically assigned environment
- Skilled in the following competencies: Adapting & Learning; Planning, Organization & Assessment; Communication (Ability to express views and ideas); Analysis & Synthesis

Interested candidates should submit their application clearly marked "Radio Operator II- Juba" (including C.V. written in English and copies of certificates) at latest **Tuesday, 14th November 2017** to the **Administrator**.

either At the ICRC reception : Juba, Wau, Bor, Rumbek, Bentiu and Malakal
or By email to : jub_recruitment_services@icrc.org



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