OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**Radio Operator Intern**

Reporting to **Country Security Advisor**

Internal Job Grade **N/A**

Contract type **Fixed term contract**

Location **Juba**

Staff reporting to this post None

Budget responsibility None

**Oxfam purpose**

To work with others to find lasting solutions to poverty and suffering.

**Role Context**

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015, the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance

# **Roles and 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.

## **Knowledge, Skills, and other 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