



THE  
CARTER CENTER



**Job Advertisement  
IT Manager (1 Position)**



The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidates to fill the Position of **IT Manager**, based in Juba, JubeK State South Sudan.

**Title:** IT Manager (1 position)  
**Duty Station:** Juba, JubeK State, South Sudan  
**Duration:** Current- August 31<sup>st</sup>, 2019  
**Closing Date:** February 25<sup>th</sup>, 2019

**Reporting to:** Senior Operations Manager

**Job Purpose:** The Information and Technology Manager's primary responsibility is to support the IT needs of the Carter Center South Sudan Program. The position is predominantly based in Juba with frequent field visit to the hubs or site Duties include but are not limited to;

**Key Responsibilities:**

- Plan, organize and direct IT activities across the program in South Sudan.
- Ensure all IT systems conform to IT standards and policies of the Carter Center.
- Travel to other hubs (Kapoeta, Kauto, Rumbek, Wau) and field sub offices to provide on-site IT support as required.
- Actively monitor all TCC SS field sites internet facilities to determine performance
- Work with internet service providers to ensure agreed upon service levels are maintained and escalate promptly if they are not.
- Install and maintain any required infrastructure.
- Keep an inventory of all IT infrastructure elements.
- Work with Atlanta (headquarters) IT as required to support the TCC South Sudan infrastructure.
- Provide an IT training schedule with minimum requirements for staff either directly or in conjunction with Atlanta.
- Ensure IT equipment (particularly laptops) have necessary restrictions to prevent specific asset or greater organization network compromise
- Provide initial inspection of all non-functioning Inmarsat's.
- Develop, implement and track departmental practice in regards to, a backup and recovery plan.

**Person Specifications:**



- South Sudanese National only
- Completed college or University degree in IT or equivalent certification.
- Minimum 4 years work experience over all.
- Fluency in English and Juba Arabic High level experience with any firewalls (use of CISCO Meraki), office 365 skills would be a plus
- Ability to maintain confidentiality of information.

**Application deadline: February 25, 2019.**

Only shortlisted candidates will be contacted, **Women candidates** are highly encouraged to apply. No original documents are required at this stage.

**For Interested candidates**, please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position by **to: HR Dept**

Applications may be submitted either by:

1. Email: [recruitment-ssd@cartercenter.org](mailto:recruitment-ssd@cartercenter.org) (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyangachor.