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CONCERN
worldwide

VACANCY ANNOUNCEMENT

ICT OFFICER

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan (Jubeck, Lol and Northern Leich State).

Concern South Sudan is looking for a suitable candidate to fill the position **ICT Officer** to be based in Juba, Jubeck state with frequent travel to Bentiu Northern Leich State.

Duties & Responsibilities:

- Installing and configuring computer hardware operating systems and applications
- Monitoring and maintaining computer systems and networks
- Troubleshooting system, network problems, diagnosing and solving hardware or software faults
- Replacing parts as required
- Providing support, including procedural documentation and relevant reports
- Supporting the roll-out of new applications
- Setting up new users' accounts and profiles and dealing with password issues
- Responding within agreed time limits to call-outs
- Working continuously on a task until completion (or referral to third parties, if appropriate)
- Testing and evaluating new technology
- Conducting electrical safety checks on computer equipment
- Providing Support, including procedural documentation and relevant reports
- Maintaining record of Concern's ICT Assets
- Developing staff IT capacity, skills and confidence in using common software packages and in communications equipment including HF and VHF radio
- Ensuring that Concern's IT policy and procedures are understood and that all staff adhere to them
- Maintaining the office servers and ensuring that the backups are taken on the agreed schedule
- Maintaining Security text message listing and ensuring up to date listings are held on the security phone

Desired Qualification

- University Degree qualifications or Diploma in information technology.
- Post graduate qualifications in related fields above is highly valued
- At least 5 years of experience in similar position or related assignments are desirable

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy. As part of the Concern P4 responsibility the position holder will;

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- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment. And
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications , Updated CVs not more than 3 pages and scan copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan programme Juba Head Office not later than 27TH July 2017 or email it to: vacancies.juba@concern.net**
2. The position is open only to South Sudanese national.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

