



People for development

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07/11/2022



JOB VACANCY: IT Manager (1)

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as "the poor, the sick, and the disabled". Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI Foundation works to help people in becoming aware of their own value and dignity. AVSI Foundation is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes. The organisation is now seeking to recruit suitable qualified **South Sudanese national** for the position of

IT Manager.

Duty Station: Juba, Central Equatoria State, South Sudan.

Assignments and functions

- Responsible for the implementation Configuring and Programing out looks 2016 with two passwords authentication.
- Installing and configuring Google drive for the AVSI Foundation Computer.
- Installing and activating of window 10 and Microsoft office 2016.
- Maintenance and diagnosis for all the laptops at Juba office base and fields.
- To manage the computers and repair for all AVSI Foundation Staff in South Sudan.
- To manage and monitor, in collaboration with logistic department in Juba and field location technical instruments for the courses, the availability of electricity and the internet connection
- To manage, in collaboration with logistic department in Juba and country bases, the procurement process related to computers and asset management.
- To prepare, in collaboration with Logistics and Administration Department, for proper management of the AVSI Foundation Computer in Juba and field locations
- To prepare, technical monthly reports on the management of AVSI Computer software
- To prepare, in collaboration with administration department of Juba, for proper configuring and installation Microsoft Dynamic Navision software AVSI Juba head Office.
- To have a good knowledge of IT programs, in order to supervise AVSI staff computers.
- To have good communication skills, trainings on computer management.
- To visit regularly on the staff computer repair and maintainer for the field locations
- Perform any other duties assigned by the supervisor

Requirements

Education

- Diploma or Bachelor's degree in Information Technology (IT), or other related field is an advantage.

Knowledge and experience





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- Professional qualification in Information Technology management System soft wares.
- At least 2-3 years information technology (IT) experience (preferably in NGO).
- Must have a wide skills and knowledge of IT and work independent with limited supervision.
- Must be able to read, write and speak fluent English and Juba Arabic
- Excel and Microsoft applications - expert level required
- Knowledge of IT Soft wares and Microsoft Dynamic Navision system.

Skills

- Competent in use of Microsoft applications especially Excel and Word
- Excellent interpersonal and communication skills
- Good writing skills
- Accuracy
- Fluency in written and spoken English. (Arabic as an added advantage)
- Ability to work under pressure and meet strict deadline
- Ability to work independently

Attitudes

- Proactive and takes initiative.
- Flexibility
- Respect when dealing with others.
- Presentable, outgoing with a pleasant character
- Identify him/herself with the mission, vision and values of AVSI Foundation.

How to Apply:

Applications should include updated **Curriculum Vitae (CV)**, copy of your **National ID** and **cover letter**. The candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to any AVSI Foundation Office in the Country:

- AVSI Office in Juba – Jerusalem House Mobile roundabout.
- AVSI Field Offices in Kapoeta, Cueibet, Torit, Isohe and Rumbek.

and send in soft copy to alex.muchui@avsi.org, Eberu.lnyani@avsi.org cc Aziz.musema@avsi.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS **November 25th 2022**

Women are strongly encouraged to apply

