



# TRANSCOM COMPUTER TECHNOLOGY CENTRE

Education Through Innovation

E-Mail: [info.transcomtraining@gmail.com](mailto:info.transcomtraining@gmail.com)

## Yei Office

(Former Finance Sudan Limited FSL, Lomuku II Luzira Road Opposite Dar el Salaam Market)

### Job Advertisement

Date: 19<sup>th</sup>/Feb/2020

**Job Title:** I.T Officer  
**Number of Post:** 1  
**Duty Station:** Yei Office  
**Deadline for Application:** 26<sup>th</sup>/02/2020



### **Background**

Transcom Computer Technology Centre is a nonprofit, non-political, non-governmental Youths led socio and economic development Initiative which is registered under the Ministry of Justice and Constitutional Affairs Government of South Sudan With **Reg No: 27 085** and **TIN No: 100-360-969**. It was established in **2016** with a view to help those unfortunate poor Youth through different development approaches in South Sudan.

Since inception in 2016, Transcom Computer Technology Centre has grown into a well-recognized provider of ICT Consultancy, Supply of I.T products, Basic Computer Training, Computerized Accounting, Graphics Designing, Statistical Training, Entrepreneurship, Database management and General secretarial Services which help our customers and communities achieve their goals.

Currently Transcom Computer Technology Centre is implementing Its Project of Youth Capacity building through Trainings in the field of ICT and Business Entrepreneurship Skills.

Transcom Computer Technology Centre is looking for Qualified South Sudan to join our team and support our daily office procedures in our field Office (Yei) as **I.T Officer**

### **Job Objective**

- Under the direct supervision of the Operation Manager, S/he will be in charge of the daily Information Technology and communications management of Transcom Computer Technology Centre in Yei Office by providing Support and Training.
- To provide IT and communication support in the areas of computers upgrading, networking, hardware and software, operations and maintenance services in the Office
- Manage the physical care and maintenance of the company IT and communication equipment which include: desktops, servers, Laptops, switches, printers, VSAT, network structure, internet connection and technical advice.
- Provide support and guidance in the management and maintenance of ICT and communication equipment for the Transcom Computer Technology Centre.
- Train all users on how to use and handle IT and communication equipment/s effectively and improve on performance. Contribute to procurement planning and specifications for IT and electronic equipment





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- Make follow ups with ISP whenever the Internet is down and advice on internet connectivity.
- Build and maintain local area networks at all Transcom Computer Technology Centre.
- Ensure that all the ICT equipment's are functioning well

### Requirements

- At least three (3) years working experience as IT Officer in a Humanitarian Organization or a large private sector enterprise
- Must be a South Sudanese.
- Diploma in Computer Science.
- Good level of skills in MS word
- fluency in English and juba Arabic is an added advantage
- Willing to work up to late Hours
- Should be a South Sudanese National who is residing in the Specified Location (Yei)
- Good communication and interpersonal skill.

### How to Apply:

- Interested applicants should drop his/ her Application, update CV and copies of certificates to our Office in Yei Dar El salaam Market (Former **FSL** Finance Sudan Limited Office), or through email, [info.transcomtraining@gmail.com](mailto:info.transcomtraining@gmail.com) before **26<sup>th</sup>/Feb 2020**.
- Due to urgency for this position, applications will be reviewed and interviews may be conducted before the closing day. Female candidates are strongly Encourage to Apply.
- Applications received after the deadline (**26<sup>th</sup>/Feb/2020**) will not be considered.
- Remember to Indicate the Post you are applying for on the Subject Line of your Email or Envelop.
- All application should be address to the **Managing Director**, Transcom Computer Technology Centre.

