



South Sudan
Approved
Labour



Gudele, Hai Peace Residential Area, Plot Nos. 512 & 513, Block III, Juba City, South Sudan
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Date: 10th April 2026

Job Advertisement

Title	Information and Communication Officer
Number of Position	One (1)
Contract Duration	1 Year (Renewable)
Work Time	Full Time Position (100%)
Duty Location	Juba County, Central Equatorial State
Application deadline	30 th April, 2026
Job start date	As soon as possible (ASAP)

1. Introduction and Background,

STEWARDWOMEN is a women-led Organization founded in March 2009 and registered with the South Sudan Relief and Rehabilitation Commission as a not-for-profit non-governmental organization (Vide 037) to address the problems of sexual and gender-based violence, harmful customary practices against women and girls, conflict transformation, poor governance and trafficking in person. The mission of STEWARDWOMEN is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights and dignity for women and children". The vision is a "South Sudanese Society free from the violations of the human rights and dignity of women and children". We have operational presence in the states of Central Equatoria (Juba), Eastern Equatoria (Magwi and Nimule), Warrap (Kuajok and Tonj South South), Lakes (Northern Lakes) and Western Bahr el Ghazal (Raja County). Our 2024-2026 Strategic areas of intervention are, 1) Women, peace and security, 2) Sexual and reproductive health rights, 3) food security and livelihood, 4) conflict transformation, 5) Trafficking in Person (TIP), and 6) Emergency response. We are in search of someone who shares our vision and mission to fill the position of ICT officer, based at the head office in Juba.

2. Job Purpose,

The post holder will be responsible for supporting and maintaining the overall Organization's Information and communication technology systems by ensuring efficient and effective operation of the IT, providing technical support to staff and enhancing digital solutions to improve organizational performance.

3. Key responsibilities and duties include,

- Design and/or review and upgrade regularly organization website.
- Develop and manage the organization social media platforms such as Facebook, twitter, Instagram and U-tube etc.
- Production of periodic e-news-letters in collaboration with the lobby and advocacy focal point.
- Support Monitoring and Evaluation Office in the design and/or review of organization's data base.
- Support the Production of documentaries.

- f) Visualizing and creating graphics, including illustrations, campaign banners, logos layouts and photos using design software.
- g) Install and configure computer hardware operating systems and applications.
- h) Trouble shooting and monitoring of network problem.
- i) Ensure that computers and network resources are protected from malicious virus attacks.
- j) Management of data back up and restoration procedures.
- k) Support in the development of ICT policy.
- l) Monitor and maintain computer software application and ICT systems.
- m) Ensure availability and smooth operation necessary to all hardware and software.

4. Required Qualifications,

- a) Diploma in Computer Science (Software Management)
- b) Should have knowledge and experience in social media platforms and content creation Management.
- c) Minimum 2-3 years of experience, ideally with NGOs in South Sudan or similar fragile contexts.
- d) Experience in webpage, social media and content creation management.
- e) Proficiency in official email communication, graphic design, and photography, including photo shooting and editing.
- f) Fluent English (written/spoken).

5. Skills & Competencies,

- a) Understanding of data protection, confidentiality, and secure information management.
- b) Ability to manage multiple tasks and respond quickly to technical issues.
- c) Strong communication, analytical, organizational, interpersonal skills; ability to work under pressure and in remote areas.

6. Application Procedure,

This position is open to qualified South Sudanese only. If you meet the above job requirements, hand deliver your application with a CV (maximum 2 pages) including contact details of 3 professional referees to: STEWARDWOMEN Office, located at Gudele, Hai Peace Residential Area, Plot Nos. 512 & 513 Block III, Juba City, South Sudan or send through our email: stewardwomen.jobs@gmail.com. Address your application to: The Human Resource and Administration Officer, STEWARDWOMEN. Only shortlisted applicant will be contacted. **STEWARDWOMEN has a ZERO tolerance policy to sexual exploitation, abuse and harassment (SEAH). DO not apply if you are a known perpetrator or convicted of SEAH.**

