

### Job Re-Advertisement

50-4-3  
Approved by  
Inspector of Labour  
26/4/2023

Position Title: NGO Forum ICT Assistant Officer  
Position Type: National Position (South Sudanese national)  
Location: Juba, South Sudan with frequent field visits  
Work Station: Secretariat Office, Juba, South Sudan  
Reporting to: NGO Forum Secretariat Director or Designate



#### South Sudan NGO Forum:

The South Sudan NGO Forum (SSNGOF) is an independent networking and membership body of A National and International NGOs operating in South Sudan. The South Sudan NGO Forum is not registered with the South Sudan Relief and Rehabilitation Commission as a legal entity and the hosting agency of the SSNGOF is tendered every 4 years. Tearfund is the current Host Agency of the SSNGOF. The Host Agency issues and holds contract for all national and international staff on behalf of the South Sudan NGO Forum. The South Sudan NGO Forum Secretariat shares the same building with Tearfund in Juba. The Secretariat Director of the South Sudan NGO Forum is on Tearfund contract but he/she reports to the two Chairs of the Steering Committees.

The South Sudan NGO Forum is governed by the Statutes of Operation; and the Memorandum of Understanding that is signed between the South Sudan NGO Forum and the Host Agency governs its relationship with the Host Agency. There are two Steering Committees (SC) of the South Sudan NGO Forum; one for national organisations and one for international organisations. Each committee has 10 members, with the INGO SC having 9 elected members plus the Country Director of the Host Agency (Tearfund). The function of the Host Agency is to work with the South Sudan NGO Forum Secretariat to implement the NGO Forum activities and support the NGO Forum in implementing the decisions of the Joint Steering Committee and the Annual General Meetings.

#### JOB OVERVIEW

The South Sudan NGO Secretariat coordinates the efforts of the South Sudan NGO Forum Joint Steering Committee as voted representatives of the South Sudan NGO Forum, which currently includes over 100 international and over 245 national member organizations. The South Sudan NGO Secretariat exists for the purpose of supporting and facilitating the operation of NGO's in South Sudan in their work to respond to humanitarian need, through: coordination, information sharing, advocacy, policy/position paper production, Government/donor/UN engagement and engagement on other vital issues regarding humanitarian relief, recovery and development.

The NGO Forum ICT Assistant Officer is responsible for supporting the work of the NGO Forum Secretariat through the management and facilitation of information collection, sharing and also the management and maintenance of the Secretariat's online communication tools.





The ICT Officer, will also work on the compilation and design of Forum publications (such as Annual Report).

To perform his/her duties efficiently, the Secretariats ICT Officer needs the skills of a junior to a medium level full-stack web-developer and system administrator. He/she will support the work of the NGO Forum through the following:

**KEY RESPONSIBILITIES**

The South Sudan NGO Forum ICT Assistant Officer supports the work of the NGO Forum through the following key tasks:

**Information Sharing Tasks**

- Develop, maintain and update NGO Forum websites, mailing lists and other in-house developed web applications.
- Troubleshoot printers, systems and networks.
- Diagnose and solve hardware/software failures.
- Run network applications to support the system and users.
- Manage relationships and supervise the installation of new systems/apparatus by external contractors.
- Set-up and manage users.
- Design/edit pictures and text for publications and/or other purposes
- Deal with system problems for project users.
- Provide security procedures for the secretariat’s files, systems, hardware and networks.
- Provide supporting documentation; including procedural documentation.
- Refer to diagrams and written instructions to repair a fault or set up a system.
- Test and evaluate new technology.
- Perform other duties assigned to by line manager.




**PERSON SPECIFICATION**

**Job Title: NGO Forum ICT Assistant Officer**

	ESSENTIAL	DESIRED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Must be a South Sudanese National</li> <li>• Degree in Computer Science, Software development, IT, Software Engineering, System Administration or related field.</li> <li>• Demonstrable experience in system administration, networking, application development, data</li> </ul>	<ul style="list-style-type: none"> <li>• Have basic knowledge of current Information Technologies</li> <li>• Previous experience with computer and printer maintenance and repair.</li> </ul>




	<p>analysis and data visualization, and software development in PHP Frameworks.</p> <ul style="list-style-type: none"> <li>• Experience with code review tools (Github, Bitbucket).</li> <li>• Experience in data structures, databases and web development (PHP, MYSQL).</li> <li>• Experience in content management systems (Drupal, Wordpress).</li> <li>• Experience with MS Office products.</li> <li>• Experience with photo manipulation and publishing tools (InDesign, Photoshop)</li> <li>• Knowledge of various networking systems concepts including email, firewall, client-servers, network security, and network protocols.</li> <li>• Good verbal, written and interpersonal communication skills to interact with other team members, senior support personnel, high level personnel and customers.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with multiple projects, priorities, and locations.</li> <li>• Work independently with minimal supervision and maintain flexibility in working hours.</li> <li>• Demonstrate strong analytical skills and willingness to learn and grow professionally.</li> <li>• Demonstrate creativity and good design skills for different publications.</li> <li>• Experience from South Sudan desirable.</li> <li>• Proficiency in English and Arabic languages.</li> </ul>
<p><b>EXPERIENCE</b></p>	<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Knowledge of information technology/information management, particularly in systems analysis, database design and programming.</li> </ul> <p><b>Planning &amp; Organizing</b></p> <ul style="list-style-type: none"> <li>• Develops clear goals that are consistent with agreed strategies;</li> <li>• Identifies priority activities and assignments;</li> <li>• Adjusts priorities as required; allocates appropriate amount of time and resources for completing work;</li> <li>• Foresees risks and allows for contingencies when planning;</li> <li>• Uses time efficiently.</li> </ul>	



	<p><b>Technological Awareness</b></p> <ul style="list-style-type: none"> <li>Keeps abreast of available technology, understands applicability and limitations of technology to the work of the office, actively seeks to apply technology to appropriate tasks, and shows willingness to learn new technology.</li> </ul>	
<p><b>SKILLS/ ABILITIES</b></p>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Speaks and writes clearly and effectively;</li> <li>Listens to others, correctly interprets messages from others and responds appropriately;</li> <li>Asks questions to clarify, and exhibits interest in having two-way communication;</li> <li>Tailors language, tone, style and format to match audience;</li> <li>Demonstrates openness in sharing information and keeping people informed.</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>Works collaboratively with colleagues to achieve organizational goals;</li> <li>Solicits input by genuinely valuing others' ideas and expertise;</li> <li>Willing to learn from others;</li> <li>Places team agenda before personal agenda.</li> </ul> <p><b>Client Orientation</b></p> <ul style="list-style-type: none"> <li>Considers all those to whom services are provided to be 'clients' and seeks to see things from clients' point of view;</li> <li>Establishes and maintains productive partnerships with clients by gaining their trust and respect;</li> <li>Identifies clients' needs and matches them to appropriate solutions;</li> </ul>	<ul style="list-style-type: none"> <li>Report writing skills,</li> <li>Interpersonal relations</li> </ul>



	<ul style="list-style-type: none"> <li>Meets timeline for delivery of products or services.</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Committed to Mission, Values and Beliefs of the Forum</li> </ul>	
<ul style="list-style-type: none"> <li><b>OTHER COMMENTS:</b></li> <li>Tearfund is a member of the SCHR Misconduct Disclosure Scheme</li> <li>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		

**How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **Juba** detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to [southsudan-recruitment@tearfund.org](mailto:southsudan-recruitment@tearfund.org) the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **18<sup>th</sup> May 2023 at 4:00pm.**

**NB:**

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

