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Approved by
Inspector of Labour
11/8/2023
11 SEP 2023
REPUBLIC OF SOUTH SUDAN, JUBA



OXFAM

External Advertisement

OXFAM IN SOUTH SUDAN

Oxfam is a global movement of people working together to end the injustice of poverty. P.O. BOX 379, JUBA NA BARI AREA

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty. JUBA- SOUTH SUDAN

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Position: Information Technology Intern
Location: Juba
Contract Type: Fixed Term
Number of post: 1

Purpose:

The internship will be beneficial to the intern as well as to Oxfam programme in South Sudan. The internship will familiarize the intern with Oxfam systems and with its multidimensional activities in the country. The placement will further add practical knowledge and skills to the intern's theoretical knowledge of funding issues for humanitarian and development programmes.

Oxfam will also benefit from the wide variety of academic knowledge, professional experience and personal creativity of the intern. Interns can bring new, refreshing ideas/thoughts to the office. Moreover, they can contribute by keeping the office self-reflective and critical of its own performances.

Required Qualifications:

The intern should possess.

- Fresh candidates from the University with 0 to 12 months experience



- At least a three-year diploma, Bachelor's Degree in Information Technology/Computer Science or relevant qualification from a recognized institution of learning
- Working level of spoken and written English
- Good Interpersonal and communication skills
- Demonstrate exposure on basic professional knowledge of networking, internet technologies, office applications, and common hardware and peripherals.
- Able to work effectively under pressure to deliver results
- Able to manage and prioritize own workload and work independently and in a team



Nature of Internship:

The intern will assist the IT Unit in the office and will work closely with the IT Coordinator, who will function as the Supervisor during the internship. The Intern may be asked to perform any task indicated in the Terms of Reference or designated by the supervisor.

Career Opportunities with Oxfam:

The purpose of the Internship Programme is to complement to the Intern's studies, but not to lead to further employment with Oxfam. However, a number of interns, having completed their studies and met the necessary eligibility requirements, have gone on to further assignments with the same organization of their initial internship.

Responsibilities:

- Regularly check and evaluate IT devices in the office to recommend replacement, enhancement and repairs as applicable.
 - Develop and maintain an excellent clientele with all staffs, in a professional and appropriate manner.
 - Diagnose and resolve hardware and software issues in collaboration with ITO
 - Expedite the repair of hardware faults and software configuration problems in a timely manner.
 - Deploy PCs and associated peripherals including new installations and redeploy existing equipment as necessary.
 - Install and configure computers with standard Oxfam image operating system.
 - Compile and maintain an accurate inventory of all IT assets.
 - Help users in logging IT self-service tickets and escalation where necessary.
 - Any other duties as assigned by the IT Team



Deadline for submission of applications is 28 September 2023. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba opposite Goshene Supermarket.

NB: This position is open to only South Sudanese Female Candidates.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks

