



Implemented by
giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

**WE ARE
HIRING**

Position: Junior IT Specialist
Project: FONA, ILIPS and CDRD
Reports to: Project Admin and Finance Manager
Contract Duration: Until September 2025
Location: Juba with occasional travel within South Sudan



Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development in the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is urgently seeking a qualified candidate to fill the vacant position of Junior IT Specialist for its projects "Food Security and Management of Natural Resources, Improved living Conditions and Psychosocial Support in Forced Displacement Contexts and Community Driven Rural Development".

Scope of the Position:

Generally, the Junior IT Specialist works independently with guidelines defined by the Project Admin and Finance Manager, and in accordance with GIZ processes and rules. The Junior IT Specialist respond promptly and competently to matters that fall within his/her assigned thematic area, where applicable in consultation with his/her line manager.

Your Tasks

- ❖ Dealing with all questions arising in the area of computer management and IT
- ❖ Identifying relevant problems and issues and assisting in formulating implementation-oriented solutions
- ❖ Further developing instruments and assisting in introducing innovation and change to the benefit of the project and the team
- ❖ As part of the project team, he will be engaged in managing knowledge by disseminating and documenting know-how, experience and information
- ❖ Assists in specifying and maintaining hardware (notebooks, printers, digital cameras, scanners, servers and all PCs) in accordance with current GIZ standards but will be exempted from any active procurement function
- ❖ In consultation with FONA, ILIPS & CDRD projects' coordinators and/or managers, help purchase and improve hardware and networks, assists with testing new hardware systems, and identifies options for upgrading existing systems and peripherals
- ❖ Provide reference service and assistance for staff and auditors needing archival materials
- ❖ Support in maintaining and utilizing policy guidelines concerning access and use of materials
- ❖ Organize archival records and maintain classification systems, such as document descriptions, to facilitate easy access to archive materials



- ❖ performs other duties and tasks at the request of FONA, ILIPS & CDRD project coordinators and/or managers.
- ❖ After approval from FONA, ILIPS & CDRD project coordinators and/or managers support may be extended to other GIZ colleagues

Your Profile

- ❖ BSc in Information Technology
- ❖ Outstanding working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- ❖ Good knowledge of English language widely used in the country
- ❖ Willingness to upskill as required by the tasks to be performed
- ❖ Experience working with NGO is an added advantage
- ❖ At least 2 years working experience in the relevant field
- ❖ The position is open for only South Sudanese nationals and qualified females are highly encouraged to apply

How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office along ministries road Juba town next to Juba town main mosque or by email to **HR-Suedsudan@giz.de**.

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.

Opening Date: 30/05/2022

Closing Date: 15/06/2022

