



**ICRC**

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

**Vacancy Advertisement**  
**ICRC – South Sudan**



**FUNCTION:** ICT Specialist 2 – (2 Positions)

**PLACE OF EMPLOYMENT:** JUBA

#### **PURPOSE**

ICT Specialist 2 manages and organizes all ICT systems and services in the location where s/he is posted. S/he assists the ICT Manager in designing and installing ICT infrastructure.

#### **FUNCTION DESCRIPTION**

##### **Install and maintain ICT infrastructure**

- Realizes large computer and communication infrastructure projects under the supervision of the Superior.
- Assists the maintenance of all ICT Infrastructure.
- Assists that the installation and maintenance is carried out according to ICRC procedures and guidelines.
- Assisting in the deployment of institutional projects.
- Ensures that all ICT systems are compliant to the latest standard.
- Regularly take ICT support mission to the sub delegations and ICRC bases.

##### **IT Administrations**

- Assists proper management on park of ICT Material.
- Assists IS Inventory is up to date and according physical location off all items.
- Creates and updates technical documentation of ICT Installation (under Superior's supervision).
- Files all important documents concerning ICT Department.
- Maintains in contact with service providers, suppliers and authorities.
- Assists to ensures ICT materials movement, Update movement and stock of material are matched with latest IS Inventory situation. Report on any low-level stock necessarily

##### **Monitoring and reporting**

- Assists, in cooperation with regional monitoring specialist, the monitoring of all ICT Systems in the country, in order to mitigate potential problems.
- Focal point for the ICT monitoring tool in South Sudan, provide assistance to junior ICT with the tool
- Ensures that the ICRC standard and guidelines are respected at all level.
- Carries out the troubleshooting or escalates any potential issues to the next level if necessary.
- During field visit, do briefing to Management on arrival about objectives to be done and debriefing about what has been done, including challenges during the visit and pending.
- After field visit, writes reports to management (copy to ICT Responsible) and puts necessary follow-up
  - Ongoing IT matters / IT pending
  - Done IT activities
  - IT inventories
  - Technical problems & solutions

##### **Provides basic support to the users and junior IT Technicians**

- Represents the ICT to the users for the users also in the sub delegations in case in the field.
- Briefs and trains the users and junior IT technicians
- Gives technical advices to Management, Power Users and Access Manager.

##### **Education/Professional Experience Required:**

- Technical college or University degree in ICT
- 2 years experiences in IT Field and Telecom, including Radio voice and data communication.
- 4 years' work experience in a similar function
- Good command of written and spoken English
- Confirmed capacity to work independently
- Capacity to train and organize work for another Junior ICT Staff/ICT Relay

**Only Short-listed Candidates Will Be Contacted. Applications Not Retained Will Not Be Returned**



- Willingness of self-education in ICT
- Good analytical and communication skill.
- Capable of assessing situation in the field from a distance and initiate necessary actions
- Confirmed capacity to work under pressure and within given time frame.

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The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

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#### HOW TO APPLY

Interested candidates should submit their application including copies of relevant certificates and nationality ID in English, to ICRC offices in **Juba, Bor, Rumbek, Yei, Malakal, Bentiu and Wau** or by email to: **[jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)** until **Monday, 21<sup>st</sup> June 2021** to the **HR Manager**.

1. Motivation letter setting out why you are the most suitable candidate for this role.
2. CV, copies of certificates and nationality ID. Please clearly mark the position title in the subject title of your email.

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**Equally qualified women and people with disability are strongly encouraged to apply**

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