

Date: 29th April 2022

Re: Job advertisement:



Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. IRSS works in the following States in South Sudan that include Central Equatoria, Eastern Equatoria, Western Baher El-Ghazal and Warrap state of Tonj North. IRSS help the needy and the vulnerable regardless of race, religion or gender.

Applications are invited from 29th April 2022, from suitable candidates to fill in the position below with a base in Juba, but with frequent travel to IRSS field offices as projects funds are being secured

JOB TITLE: IT/AX Officer
BASE LOCATION: Juba, South Sudan
REPORTING TO: Finance Manager South Sudan
LINE MANAGEMENT RESPONSIBILITIES: None
PURPOSE OF DIVISION: Through capacity building and through technical and Programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. □The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises. The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organization's donors.
JOB PURPOSE: The IT/AX Officer will coordinate the IT function for IRSS and builds the capacity of staff in IT.

KEY WORKING RELATIONSHIPS

- Has regular contact with the Finance team, Programme teams and Country Director. In close contact with other IT Officers in IR and the IT Team in IRW HQ.

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The IT/AX Officer adheres to the IT policies and promotes their adherence to other staff.

Responsibility for Resources: No direct budget responsibility. Monitors the AX system.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

Key Accountability 1: AX System Support



MAIN OFFICE

IR.SS. Along Unity Road
Plot No.54, Block B-xvi

WAU OFFICE

Hai Darajat
Tel: 0916287894

WARRAP OFFICE

Along the Warrap - Akop Road
Tel: 09126237961



KAPOTEA

Narus Compound
Process of Torit

Website: www.islamic-relief.org
RRC Reg No.051

- Monitoring work flow for errors, helping teams to correct errors.
- Escalate any complex issues unable to resolve to IT team at IRW HQ.
- Provide training on the system as and when required, this may be structured or ad hoc.

Key Accountability 2: IT Support and Maintenance

- Network support for Juba and field offices.
- Trouble shooting remotely and in person for IT systems.
- Administer the computers and undertake scheduled maintenance.
- Manage wireless LAN (Workgroup), V-SAT, Computers, multimedia and other IT resources.
- Collaborate and communicate with IRW service desk staffs for email address creation.
- Ensure Cost Effectiveness of ICT Accessories and Equipment.
- Liaise With ISP For Internet Related Troubleshooting In The Country Office And Field Office.
- Repairing, Maintenance and Configuration of ICT Hardware to Include Desktops, Laptops, Printers, Scanners, Mobile Gadgets and Others.
- Research and recommend hardware and software development, purchase and uses.
- Install, configure, and upgrade desktop hardware and accessories.

Key Accountability 3: Coordinate IT Security and Monitor IT Assets

- Ensure Security Of Data, Network Access And Back Up System.
- Keep Ict Assets Log updated and track the assignment of equipment's and accessories.
- Maintain confidentiality for the information being processed, stored or accessed by the network.
- Monitor IT Assets use including any used by beneficiaries for example tablets for biometric registration.

Key Accountability 4: Provide IT Support for the IR South Sudan website

- Administering and maintaining the Islamic Relief South Sudan Website.
- Support the Media and Communications Officer in content development.

Key Accountability 5: Supervision and Capacity Building

- Build the capacity of others in the office in the use of IT systems and in IT literacy.
- Provides IT inductions for new staff.
- Provides IT support to communities during field visits as requested by Programme teams.



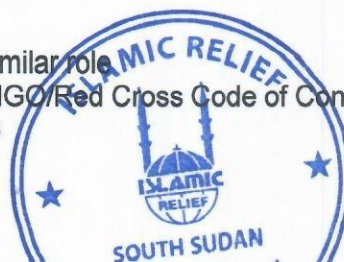
PERSON SPECIFICATION

ESSENTIAL

- Degree in IT or a related field
- Minimum of two to 3 years' experience working in IT in a similar role
- Advanced IT skills including the use of systems and online software
- High level of attention to detail
- Strong analytical skills
- Able to build the capacity of others
- Willing and able to travel to field locations for up to 30% of role
- Competent in written and spoken English
- Sensitivity to cultural differences
- Sympathy with the aims of IR

DESIRABLE

- Experience working in an NGO in a similar role
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid
 - Code, IRW International procedures



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If you are the right candidate for the above role and can clearly demonstrate your ability to meet the qualification given, submit your application attached CV to Islamic Relief South Sudan Programme. Along Unity Rd Hai, Cinema-Juba South Sudan near Acted office. Or send to IRSS.Recruitment@islamic-relief.or.ke

This position is open for national
Only short listed candidates will be contacted.
Deadline: 24th May 2022

