



# ICRC

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



## JOB ADVERTISEMENT RADIO OPERATOR Based in Wau

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 armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are more than 1,000 ICRC staff working in Juba, Bentiu, Malakal, Rumbek and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

**ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.**

For more information, visit website: <http://www.icrc.org/>

### AIM OF THE POSITION

Radio operator operates the ICRC's telecommunications equipment. He/she maintains radio contact and telecommunications between sites, Vehicles and people so that the delegation can follow field movement in accordance with its programme and with security rules.

### Main Duties and Responsibilities:

- Operates all equipment for Voice (Tel, VHF, HF) and for Data communication (Lotus Notes)
- Provides guidance on the telecommunication transmission guidelines and coaches' drivers and field teams accordingly.
- Supports proactively information flow on security-related issues
- Selects most efficient mean of communication (inside and outside ICRC), taking in account format (electronic or paper), speed and price
- Keeps the ICT inventory of the Sub delegation for VHF; Mobile phones, Thurayas, and other ICT equipment up-to-date and liaises with JUB ICT department for maintenance needs
- Performs function checks on the Thurayas and Radios in the safe areas once a month
- Informs IT Technician, System Engineer and the administrator immediately about malfunctioning
- Registers and treat incoming and outgoing information confidentially, rapidly and with accuracy.
- Distributes urgent and private messages directly to the concerned persons
- Answers the phone on an ICRC representation way, updates regular the list of useful telephone numbers
- Assures that field trip form is correct filled and it is approved and informs concerned (Sub)-delegations about planned trip and dvises delegates about routing, contacts, appropriate channels.
- Ensures contacts on departure, check points, borders and arrival and registers all contacts in Logbook / Field Mobile Log Database.
- Follows the movement of mobiles, makes sure that all mobiles arrive at their destination and waits until confirmation comes.
- Contact concerned persons / authorities in case of necessity
- Receives calls on external lines and distributing them to internal extensions
- Maintains switchboard equipment clean and well-functioning
- Respects international and national radio procedures when contacting other stations.

**Only short-listed candidates will be contacted. Application files not retained will not be returned.**



- Uses radios only for professional reasons.
- Keeps messages short, clear (very understandable)
- Disciplined when listening and when starting to transmit.
- Follows the clearness of the channels, switches channel if necessary, not without prior information
- Checks content of messages and necessary signatures.
- Assures correct numbering of outgoing messages (Wave Mail messages, Fax)
- Makes sure that all messages arrive at their destination and all messages for the sub-delegation are well received (weekly or immediate check-up with other delegations)
- Keeps record and tracks of Sat-phones, portable radios or other IT equipment based in the radio-room.
- Ensure Radio operation permanence in the respective s-delegation or in another s-delegation/office, when requested.

**Minimum required knowledge & experience:**

- Vocational training in electronics, telecommunication, IT or similar field
- 2-4 years of experience in electronics, information technology, telecommunication or similar position
- Conversational in English and Arabic
- Excellent knowledge of the geographically assigned environment
- Skilled in the following competencies: Adapting & Learning; Planning, Organization & Assessment; Communication (Ability to express views and ideas); Analysis & Synthesis

**HOW TO APPLY**

Interested candidates should submit their application clearly marked "**Radio Operator - Wau**" (including C.V. written in English) and copies of certificates at latest **Friday, 15<sup>th</sup> November 2019** to the HR Manager.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

or By email to: [wau\\_hr\\_services@icrc.org](mailto:wau_hr_services@icrc.org)



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