



PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International (PI), is an independent global child right organization – without religious, political or governmental affiliation that has been operating in South Sudan since 2006. Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of “Country IT Manager – Based in Juba”.

No. of Vacancies – One (1) Positions

Job Title:	Country IT Manager
Grade:	D2
Tenure	12 Months (With Possibility of Extension)
Department	Program Operations
Reports to	Director of Programme Operations
Location	Country Office – Juba, CES

Purpose of the Role:

- 1- To manage information technology and computer systems, Controlling and evaluating IT and electronic data operations. Securing ICT systems and governance.
- 2- To deliver effective and timely ICT technical support to all clients that ensures high user productivity, guarantees customer satisfaction, and ensures that is effective and coordinated communication protocol in all field locations. With regular visit to the field offices

System Management and administration

- Manage information technology and computer systems.
- Plan, organize, control and evaluate IT and electronic data operations.
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance.
- Install, configure, deploy IT hardware and software/Applications.
- Troubleshooting and resolving user’s problems

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- Advise on basic repair of hardware and software systems and disposal plan.
- Ensure IT equipments have updated software installed with genuine licenses
- Manage user training on use of IT equipments and Software/Applications
- Activate WSUS (localized update system in the CO server)
- Manage and Administer IT Systems and apps including corporate apps; being used in Plan, ADManager Plus, SAP and SAPBI, MS suites including teams.

IT Strategy and Service delivery

- Identify problematic areas and implement strategic solutions in time
- Creating and Handling annual budget and ensure cost effectiveness, and reallocating ICT owned resources where necessary.
- Manage the day-to-day IT operations, networks and computer systems
- Ensuring that employees are following computer use, information security and privacy policies.
- Providing regular and up-to-date status reports to stakeholders
- Developing a renewal and upgrade schedule for company software programs
- Running vendor management process to ensure the company's data security
- Recommend appropriate hardware and software specification when requested by supply chain department or any other staff during purchase.
- Periodically review IT achievement and challenges
- Promotes best culture of documenting and sharing monthly IT report with the Management.
- Collaborate with Supply Chain Team in ensuring timely and value for money in IT related purchases are achieved while ensuring SLAs with service providers exists are adhered to.
- Technically, Collaborate with other programming and Operational units enabling them achieve their set goals.

IT Security, Backup and ICT Governance

- Design, develop, implement and coordinate systems, policies and procedures.
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Audit systems and assess their outcomes
- Designing and implementing safety measures and controls
- Monitoring network activity to identify vulnerable points
- Acting on privacy breaches and malware threats
- Preserve assets, information security and control structures
- Analyse IT specifications to assess security risks
- Design and implement safety measures and data recovery plans
- Install, configure and upgrade security software (e.g. antivirus programs)
- Secure networks through firewalls, password protection and other systems
- Inspect hardware for vulnerable points of access
- Monitor network activity to identify issues early and communicate them to IT teams.
- Serve as a security expert and conduct trainings when needed
- Draft policies and guidelines
- Enforcing security standards and hence ensuring the security of the Users ICT equipment and data
- Ensuring users are backing up data to shared drives or cloud apps
- Implement meraki router and access point for network and firewall management in all field offices, also ensuring meraki licenses are re-activated before expiring
- Implement and monitor local/offsite backup systems for Plan International South Sudan offices
- Inducting of new staffs regarding the ICT user Policies and safeguarding of young children online
- Coordinates IT components of office openings, expansion, moves and closing

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- Replacing of obsolete IT equipments which lacks security support from manufacturers
- Monitoring of user activities regarding usage of IT equipments and online resources

IT Asset Management

- Maintain an updated inventory of all ICT assets and accessories at Juba Office/field office
- Manage the equipment life cycle including replacements and disposals.
- Maintain lists of computer hardware and software requiring upgrade or replacement and make analysis and projection of hardware and software replacement before budget preparation and advice IT Manager appropriately

IT Network Infrastructure

- Supervising daily operations of network and server infrastructure
- Aligning IT infrastructure with current and future business requirements and goals
- Evaluating risk, developing network recovery and backup processes
- Assessing and purchasing new and replacement hardware
- Assuring that IT activities are within the limits of applicable laws, codes and regulations
- Testing, troubleshooting and adjusting information systems to operate effectively
- Implementing security of the network, data and its storage and communication systems
- Ensure optimal functioning of internet links in all field offices
- Network infrastructure and technology implementation, network performance management and participate in improvement planning
- Managing access controls for all network related services and resources
- As needed, install, configure, maintain & ensure secure operations of; intercoms, servers, desktop/laptop hardware and software, and peripherals, LAN and Wi-Fi



ICT4D, ICT Virtualization and e-system

- Support and implement the ICT4D Strategy, e-filing, e-signature, virtual offices project.
- Providing to training to staff in CO and field offices on virtual system apps.

Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems/Risks

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Patience in dealing with difficult children

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PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people



We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

- Low level of Contact with Children:

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.



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- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organisation.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources.
- Ensuring active and full participation all stakeholders.

Communications and Working Relationships:

Internal:

- Director of Programme Operations – who is the direct Line Manager
- All field offices staff
- Country office staff

External:

- Internet service Supplies
- Government authorities and agencies
- Others visitors on assignment



Knowledge, Skills and Plan International Values Required to Achieve Role's Objectives:

- Bachelor Degree in computer science, IT, computer engineering and other related course.
- Master Degree in Computer Science, Information Technology, Information Technology security, Electrical and Electronic Engineering or related field is added advantage
- Microsoft Certified Systems Engineer
- ITIL Certification, System security+, CISCO CCNA, Let's com skills.
- A solid understanding of IT systems, networking and computer software
- Excellent verbal, written and presentation skills
- Leadership skills
- Ability to motivate IT staff
- Logical problem solver who can operate under constraints
- Strong organizational skills
- Ability to juggle multiple tasks
- Proven experience as a Computer Security Specialist
- Familiarity with security frameworks (e.g. NIST Cybersecurity framework) and risk management methodologies
- Knowledge of patch management, firewalls and intrusion detection/prevention systems
- An analytical mind with excellent problem-solving ability
- Outstanding communication and organization skills
- Decision-making skills
- Hands-on experience with computer networks, network administration and network installation.
- Strong technical knowledge and skills in Windows 10 pro, MS office 2010 and above, substantial skills in SAP, knowledge LAN/WAN installation and configuration



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Application Submission Guideline:

All applications marked on the right hand corner of the envelope or on the subject Line “**Application for the Position of “Country IT Manager – Country Office – Juba”**” should be addressed to:

**The HR & OD Business Partner
Plan International South Sudan
Juba, Hai Jerusalem.**

NB: All Applications letters should be hand delivered to plan international Office in Juba or your send your application via emails hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Tuesday, 29th November 2022.

Note: Applications submitted are non-returnable.

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