

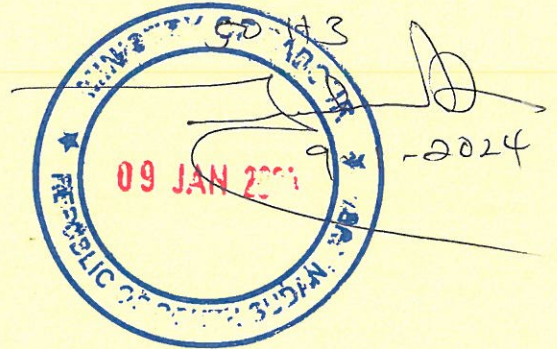


BACKGROUND:-

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of **"TOGETHER IN TRANSFORMATIONAL INITIATIVES"**- promoting progress, peace and prosperity. The organization is registered (with the south Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 south Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

TITI Foundation is looking for a suitable candidate as IT to support the team and related issues in the field of IT department.

Organization: TITI Foundation
Sectors: IT intern (one position)
Languages: English, local Arabic
Duty station: Juba
Duration: Three months
Date posted: 09/01/2024
Closing date: 29/01/2024



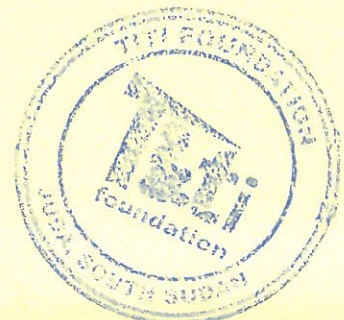
Description

Overall objective of the job:

Installing and configuring computer hardware, software, systems, networks, printers and scanners. Monitoring and maintaining computer systems and networks. Responding in a timely manner to service issues and requests. Providing technical support and ensuring the whole organization runs smoothly.

ROLES AND RESPONSIBILITIES:

- Installing and configuring computer hardware, software, systems, networks, printers and scanners
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the company (this may be in person or over the phone)
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Testing new technology and update the
- Possibly training more junior staff members
- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment



- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place order
- Any other duties assign by supervisor.

Qualifications and requirements

- Computer Science, Computing, Engineering
- A technical, logical thought process and Problem-solving skills
- An ability to priorities and delegate
- A keen eye for detail and excellent diagnostic and problem solving skills
- Running regular checks on network and data security and Good knowledge of internet security and data privacy principle
- Identifying and acting on opportunities to improve and update software and systems.
- Developing and implementing IT policy and best practice guides for the organization.
- Designing training programs and workshops for

Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

Professional standards

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces polices on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy

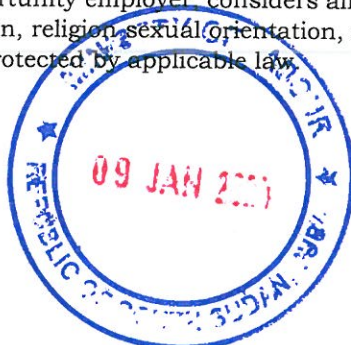
TITI Foundation has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person liked to the program by both its employees and downstream partner.

Commitment on Protection from Sexual Exploitation and Abuse

The employee commits to adhere to the zero-tolerance policy of TITI foundation towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of the organization to prevent and respond to SEA allegations, in particular: Adhere to the TITI Foundation's code of conduct, prohibiting SEA, Mandatory reporting of any SEA situation the employee should become aware of the mandatory participation to all trainings and sessions on SEA organized and facilitated by TITI Foundation. The mandatory participation in good faith in any investigations or audit undertaken by the TITI Foundation following the reporting of a SEA allegation.

Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.



How to apply

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address titifoundationss@gmail.com or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehova's Witness, Nyakuron West.

Shortlisted candidate will be contacted only and attach photocopies, remember no return of the any documents.

The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply.

