**JOB ADVERTISEMENT**

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| **Job Title** | IT Support Officer |
| **Supervisor** | Head of Operations |
| **Supervisee** | None |
| **Location** | Juba, South Sudan Office |
| **Number of vacancies** | One (01) |
| **Category** | Part Time/Retainer:  The IT Officer will be engaged on a Retainer basis and will be expected to provide specific output/quantifiable deliverables/reports for every month of pay. No payment shall be done when no engagement has been done. |
| **Period** | 5 months (February-June 2023- but on specific engagements-Retainer basis) |

### About BRAC South Sudan

Founded by Sir Fazle Abed in 1972, the acronym of “BRAC” stands for ***an idea of a World where everyone has an equal opportunity to realize their potential***. With a strong landmark in Bangladesh, BRAC has grown into the World’s largest development organisation tackling poverty at scale. In 2009, BRAC International (BI) was set-up as a non-profit foundation in the Netherlands to govern and manage all BRAC entities outside Bangladesh. Currently BI operates in 11 countries (Africa and Asia) whilst offering technical assistance to 34 governments Worldwide. BI is famous for investing in communities’ own human and material resources, catalyzing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives. BI has been operational in South Sudan since 2006 and legally incorporated as BRAC South Sudan. Over the years, BRAC has delivered programs in livelihoods, health, education, micro-finance and emergency response. Currently BRAC South Sudan is working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal. The current programs include (1) USAID contract for the Education for Peace, Recovery, and Resilience (EPRR) project in South Sudan under premiership of FHI 360, (2) Global Affairs Canada-funded project for Community-based Education (COBE) for Out of School Girls & Vulnerable Children that addresses institutional, social and cultural barriers to quality basic education, together with building community systems, food security and critical life skills, and (3) UNOPS funded Third Party Monitoring (TPM) project.

### Job Summary

The Information Technology (IT) Officer will be responsible for overseeing all information technology functioning for BRAC Country programmes. Based in the Country Office in Juba and reporting to the Head of Operations, the IT Officer shall ensure high delivery of IT services that enables an efficient and effective communication environment. He/she will be responsible for effective provisioning, installation/configuration, operation and maintenance of system hardware and software and related infrastructure. He/she will be the primary contact for BRAC South Sudan’s IT support solutions.

### Main Responsibility

**1.0 *IT***

* + Assessment of IT needs for the level of staffing structure and operations
  + Identification of relevant, technically viable and most efficient, yet cost-effective, IT solutions for BRAC South Sudan.
  + Monitor, operate, coordinate and assist others in the operation of computer hardware and software.
  + Installation/configuration, operation and maintenance of system hardware and software and related infrastructure.
  + Running regular checks on network and data security
  + Identifying and acting on opportunities to improve and update networks and systems
  + Developing and implementing IT policy and best practice guides for BRAC South Sudan
  + Conducting regular system audits and assess outcomes to ensure IT efficiency
  + Running and sharing regular operation system reports with senior staff
  + Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
  + Identify problematic areas and implement strategic solutions in time
  + Ensure utmost information security and control structures
  + Provide IT support to computer users ensuring they have efficient, fully maintained and updated computer and IT software
  + General maintenance and servicing of all computer peripherals like printers, laptops etc.
  + Ensure routine Data backup, monitoring network and systems, servers and other Peripherals.

#### Experience and Knowledge

* + A Bachelor’s degree in computer science, Information Systems, information technology or a related field with academic excellence
  + At least five (5) years of relevant experience in a similar role
  + Excellent knowledge of technical management, information analysis and computer hardware/software systems
  + Hands-on experience with computer networks, network administration and network installation
  + Up To-date with recent and contemporary IT systems and infrastructure
  + Solid analytical skills and advanced experience of Excel
  + Excellent communication skills
  + Ability to quickly gain new skills and knowledge when faced with new challenges
  + Pro-active ability to move fast, innovate and find creative solutions
  + Flexibility to work outside of normal hours sometimes
  + Dependability, reliability and high integrity
  + Strong interpersonal skills
  + Self-Motivator-Have the ability to work with minimum supervision and capable of strategically prioritising multiple tasks in a proactive manner.
  + Good command of the English language (both written and spoken)
  + or engagement and donor compliance is preferred
  + Proficiency in the use of Google suite applications, MS Office and other relevant technologies
  + Strong knowledge and understanding of current trends in digital/social media
  + Commitment to BRAC South Sudan’s organizational vision, mission and value

### How to apply (Application Instructions)

Interested candidates who meet the above requirements should submit their applications by 13:00hrs February 3, 2023 (5:00PM Juba time) to the following email address [jubahr-ssd@brac.net](mailto:jubahr-ssd@brac.net) /hand delivered to BRAC country Office Atlabara Plot 15 Block L14 Juba .Due to the urgency of this recruitment, interviews will be conducted on an on-going basis and the position may be offered before the deadline. BRAC is an equal opportunity and affirmative action employer. BRAC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any International.