



Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so

Building Brighter Futures for Vulnerable Children

**JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN
INTERNAL AND EXTERNAL RECRUITMENT**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: IT Coordinator
Reporting to: IT Manager
Location: Juba
Availability: As soon as possible

Purpose of the position:

To provide vision and coordination in exploiting the potential of evolving Information and Communication Technologies that support World Vision’s vision and mission. The incumbent will be required to provide coordination and support of IT and enhance IT critical success factors in the World Vision South Sudan ministry. Build and bridge the gap between the Zonal IT officer and IT management and administration and advise the IT manager on IT-related issues, influence technology adoption, monitor staff satisfaction levels, and address issues and concerns. Support the efforts of Digital Transformation in World Vision South Sudan and implement innovative solutions.

To coordinate IT capacity in the National Office to support the ministry and contribute to its effectiveness, quality, and accountability.

Key Responsibilities:

IT Network Infrastructure

- Supervising daily operations of network and server infrastructure
- Aligning IT infrastructure with current and future business requirements and goals
- 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

IT Asset Management



- Maintain an updated inventory of all IT assets and accessories at Juba Office/Zonal offices with support from Zonal IT support service
- Manage the equipment life cycle including replacements and disposals.
- Maintain up-to-date of list of assets in the warehouses or in transit enroute to final destination.
- Work in close association with the Logistic department to ensure all assets lists and database tracked timely.
- Keep track of all organizational software and license and inform the manager on the life span of license in timely manner.
- Plan Asset disposals within Juba and Zonal offices in coordination with Zonal IT officers.

IT/Cyber Security

- Ensure security of data, network access and backup systems
- Monitoring network activity to identify vulnerable points and communicate to the team timely
- Acting on privacy breaches and malware threats
- Preserve assets, information security and control structures
- Advise and install, configure and upgrade security software (e.g., antivirus programs, Zscaler)
- Secure networks through firewalls, password protection and other systems
- Serve as a security expert and conduct trainings when needed
- Enforcing security standards and hence ensuring the security of the Users ICT equipment
- Implement Meraki devices, also ensuring Meraki licenses are re-activated before expiring date.

IT Operations

- Deploy and maintain appropriate IT Infrastructure and Connectivity solutions for all WVV offices.
- Coordinate with the IT team to deploy and maintain Personal Productivity Tools.
- Coordinate with the It team to deploy and maintain appropriate security systems.
- Develop, deploy and maintain performance Monitoring and Reporting systems that provide management and technical reports for decision making and operational support.
- Establish appropriate operational procedures, tools and resources for effective and timely delivery of technical support to all users.
- Advise the IT teams on performance of various applications and systems.

IT Risk Management & Audit Recommendations

- Advise the IT team on the Risk associated with IT and work with the team to find better and lasting solution to the risk.
- Proactively coordinate issues risks to the IT department and develop mitigation enforce any measure to mitigate the risk.

Workforce Planning, Performance management and Capacity building

- Ensure there is a capacity development plan for IT Staff are implemented
- Organize IT team meeting for the IT staff.
- Ensure partnership IT policies and procedures are understood by staff

Innovations & IT Initiatives Support

- Continuously support on IT innovations and provide Business Improvement advice to IT team
- Work with IT manager to implement an integrated plan for execution of current and future IT innovations

Qualifications: Education/Knowledge/Technical Skills and Experience

- At least 4 years of relevant IT experience two of which are from IT similar position



- Experience in successfully working complex multi-site projects
- Experience in negotiating with in depth knowledge of business requirements and IT processes.
- Bachelor's degree in Computer Science, Information Systems, or other related specialized training
- Technical certification in IT disciplines or technology
- Certification in Service Management framework, preferably ITIL,
- Ability to gather and analyse information or data on current and future trends of best practice.
- Ability to identify ongoing needs of internal and/or external clients
- Ability to function in high security risk situations
- Ability to collaborate with other members of formal and informal groups in the pursuit of common missions, vision, values and mutual goals

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to **The Human Resource Manager, World Vision South Sudan.**

Indicate the position you're applying for in the subject line.

Applications should be submitted to **this email recruitsdno@wvi.org or Hand deliver to any of World Vision offices. Closing date for receiving applications is: 16th June, 2023**

World Vision has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of World Vision workforce have a role to play in promoting a safe and respectful workplace and should report to World Vision any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the organization, World Vision will conduct a thorough background verification of the final candidate.

