



MINISTRY OF FINANCE AND PLANNING

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Approved  
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## VACANCIES ANNOUNCEMENT!

**Job Title:** IT Data Clerks (IDCs)

**Client Name:** National Ministry of Finance & Planning, Juba

**Duration:** Short term Consultancy

**Deadline:** 12<sup>th</sup> December 2023

Ministry of Finance and Planning is recruiting **742 IT Data Clerks (IDCs)** on a Short-Term Consultancy. The IDCs will work closely with other project team members at various locations in the ten (10) States Plus three (3) Administrative Areas of South Sudan. The IDCs will be moving with senior Project team from Ministry of Finance and Planning. They will perform data entry and printing of Financial Identification Cards (FIC). The applicants must be ready to work in remote areas to deliver and fulfill the Ministry's project goal. The project duration is one month

### Job Description:

The IT Data Clerks will be responsible for the following:

- Configure and setup computer software
- Perform data entry and validation
- Analyze, troubleshoot computer and printer systems, hardware, and computer peripherals.
- Provide any remote tasks as needed by the supervisors
- Communicate effectively with clients, IT support technicians and Technical Managers
- Communicate effectively with project team members in writing and verbally.
- Follow verbal and written instructions
- Maintain cooperative and effective working relationships with others

### Qualifications:

- Relevant IT certification or equivalent required.
- 6 months to 2 Years of experience of IT technical support preferred
- Data entry experience preferred.

### Required Skills/Abilities:

- Excellent and precise data entry and typing skills, using Microsoft Excel and Word.
- Must exhibit excellent customer service and phone-support proficiency
- Must be able to multitask and handle multiple issues, either on the phone or remotely
- Excellent verbal and written communication skills.
- Good organizational skills and attention to detail.
- Ability to work independently and as part of a team.

### **Conditions for applications**

These positions are strictly reserved for South Sudanese nationals only.

### **How to Apply:**

Interested candidates should send their CV and cover letter to [pmu.mofp@gmail.com](mailto:pmu.mofp@gmail.com) with the subject line "IT Data Clerk" Or Drop Hard Copies to Our Project office located at **Government Accountancy Training Centre (GATC) opposite to Chinese Embassy or Beijing Hotel** or Call this Number **+211988 00 5959**.

**Only shortlisted candidates will be contacted.**

