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 Approved  
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**PLAN INTERNATIONAL SOUTH SUDAN  
 JOB ADVERT**

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all its employees and others who work with it have children's best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

**Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:**

**POSITION 1; No. of Vacancies One (1)**

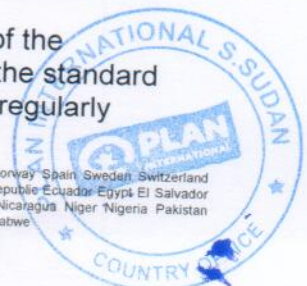
<b>Job Title</b>	:	<b>IT Assistant</b>
<b>Grade</b>	:	<b>C1</b>
<b>Tenure</b>	:	<b>3 months (Maternity cover)</b>
<b>Department</b>	:	<b>IT</b>
<b>Reports to</b>	:	<b>IT Manager</b>
<b>Location</b>	:	<b>Juba</b>

**I. Job Summary**

The primary objective of the position is to support IT functions in the CO and field offices of Plan International South Sudan and practical knowledge to the chosen candidate, enabling him/her to face the competitive IT environment.

**II. Typical Responsibilities - Key End Results of Position:**

- Installation, configuration, deployment and maintain Personal Productivity Tools such as desk top computers, laptops, and software based productivity tools such as outlook emailing system, and other office Applications.
- To plan, deploy and maintain a well-managed and structured end-user ICT skills building programme that ensures optimal and efficient use of all the ICT systems and tools available to the organization.
- To enforce security standards and hence ensuring the security of the customer's ICT equipment and data. This will include: ensuring the standard anti-virus application suite is installed on all client computers, is regularly updated and backup of critical user data.



- Maintain an updated inventory of all ICT assets and accessories, and hence manage the equipment life cycle including replacements and disposals.
- To resolve Internet and Network related issues and troubleshoot hardware issues with laptops/desktops.
- Resolve help desk tickets as needed.

### III. Dealing with Problems:

- Identifies and proposes innovative processes for ICT related subjects
- Collaborate with IT Manager at CO and field offices.
- Successfully handles multiple tasks and initiatives.
- Promotes innovation and learning.

### IV. Communication and working relationships:

#### Internal

- IT Manager (direct Supervisor)
- Field offices team
- Plan CO staff

#### External

- Suppliers and service providers
- Government authorities and agencies.
- Visitors

### V. Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:

#### Knowledge

- Bachelors degree in IT, computer science, computer engineering
- At least one year working experience
- Good verbal communication and customer service skills are required.
- Familiarity with troubleshooting hardware and software on Desktops and Laptops required.
- Ability to work a minimum of 38 hours a week.
- Knowledge of Cisco networking or any networking system is added value

#### Skills

- Problem solving skills
- People management and risk management skills

"Plan International strives for a just World that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"



## Behaviours

- Respect, integrity, diversity, commitment, adaptability and able to perform under stress.
- Commitment and adherence to humanitarian values and standards, especially child protection
- An understanding and commitment to the aims and values of Plan
- Proven capacity to work effectively with others (a team player)
- Self-driven, organized and results-oriented
- Gains, develops and retains credibility about his/her performance
- Focused and striving for the high quality delivery of program
- Cross-culturally agile and gender sensitive

All applications marked on the right hand corner of the envelope "Application for the Position of "IT Assistant" should be addressed to:

The HR&OD Business Partner  
Plan International South Sudan Country Office  
Hai Jerusalem

You can also send your applications via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on November 10, 2020.

*Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are strongly encouraged to apply.*

**Note:** Applications once submitted are not returnable. Only short listed applicants will be contacted.

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