

Terms of Reference for a local IT Specialist to support migration and maintenance DTIS

I. Position Information	
1. Job Title:	Local IT Specialist
2. Type of Contract	National
3. Post Level	Local Consultant(National)
4. Duration of Assignment	Twelve (12) Months
5. Duty station:	Juba
6. Starting date:	May 2021
7. Host Agency/Host Institution	South Sudan National Revenue Authority
II. Background Information	
<p>The Tax Administration of South Sudan operates a basic IT system that registers taxpayers and issues TINs, processes return, interfaces with banks for payment receipt, identifies taxpayers that have not submitted returns, and produces a variety of reports. The system was designed for the tax administration by an expatriate. The basic system (known as DTIS) is a sequel server system with oracle tables that store the data of the tax administration. This system is currently the backbone of tax administration and its maintenance and updating is critical. The bank interface is an especially critical function of the system as it is the process through which a high percentage of Government revenues are received and is in need of regular monitoring and troubleshooting to ensure that all payments are received and properly recorded.</p> <p>Due to lack of capacity and necessary funding, the tax administration has not been able to staff an IT function. Current staff has no/minimal experience in operating the system, and, as a result, the system is badly in need of updating and technical maintenance.</p>	
III. Local Consultant duties and responsibilities	
<p>The management of Domestic Tax division needs the following support from the local IT expert/consultant:</p> <p>i) Install the new server and ensure the successful migration of DTIS system to the</p>	

new server

- ii) Assist in operation of DTIS at the new site in Juba Town and at selected remote sites outside Juba
- iii) Assist in maintaining the DTIS and troubleshooting any problems that arise for a period of one year
- iv) Assist in formulating program goals and objectives and monitoring their achievement
- v) Assist in developing IT policy and procedures for the Domestic Tax Revenue Division,
- vi) Assist in establishing necessary protocols to ensure the security and integrity of the DTIS
- vii) Provision of technical advice and assistance to other departments in the usage of systems and equipment including staff training and development of user guides.
- viii) Assist in preparation of an IT strategic plan and establishing a schedule for equipment replacement.
- ix) Assist in the capacity building of the IT Staff of the Domestic Tax Division with a plan
Future takes over.

V. Reporting Line

The IT Specialist is under the direct supervision of the Assistant Commissioner for Data Centre and Return processing unit of the National Revenue Authority of South Sudan. The IT Specialist will support NRA in the modernization of the Non-Oil revenue administration and report direct to the Assistant Commissioner for Data Centre.

VI. Skills, Experience and Qualifications Required

The successful candidate should have the following skills, experience and qualifications:

Required Experience

- a. Minimum of 3 (three) years of general professional experience in the area of the VMare Admin; proficiency with vSphere, vSAN, Cloud (SAAS), and other VMware products, software code to configuration settings, in order to avoid malfunctions, bugs, and security breaches.
- b. The IT Specialist must have competencies in technical report writing and able to produce documentation in infrastructure design, Technical specifications for IT

needs, quality standards, testing procedures, and other essential project information. Likewise, they must be able to interpret diagrams and system plans.

- c. Minimum of 3 (three) years of experience including certifications and academy performance.

Qualification

- d. Degree in Computer Science /software Engineering
- e. Master Degree in Computer Science, Cyber security and other related field is an added advantage.
- f. This is a national position and therefore the position is only for South Sudanese Nationals.

Other Competencies

- g. Excellent in written and oral communications;
- h. Strong interpersonal skills;
- i. Can perform and prioritize multiple tasks seamlessly with attention to details;
- j. Proactive approach in problem solving with strong decision-making capability;
- k. Highly resourceful team player and can work independently; and with ability to handle confidential information with discretion;
- l. Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly;
- m. Leadership skills, including the ability to manage time effectively and handle both internal and external complaints.