



# Norwegian People's Aid

South Sudan

## Advertisement for ICT Officer

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA South Sudan works in relation to the three areas of the Triple Nexus; humanitarian, development and peace. NPA's programme been structured into three programmes: civil society support, rural development and emergency response.

The long-term objective of the Civil Society Development Program (CSDP) is to facilitate a dynamic and vocal civil society in South Sudan. The main components of the program are: Rights of Freedom of Expression and Independent Media Project; Women's Rights Project; Land and Resource Rights Project; and Youth Rights Project.

The Rural Development (RD) programme which focuses on medium to more long-term which focuses on medium to more long-term livelihoods strengthening activities that aim to increase the resilience of conflict-affected households in South Sudan. The programme activities are implemented directly by NPA and through partnership with 14 local NGOs and Community Based Organizations (CBO's).

The emergency response programme focuses on providing food aid to vulnerable civilians. The aim of the programme is to save lives and support post emergency transitional recovery process through: in-kind food aid; emergency recovery livelihood kits; unconditional cash assistance; and cash grants for Income Generating Activities (IGA) groups.

NPA wishes to recruit a highly competent, proactive and self-driven South Sudanese for the position of a ICT Officer.

### **Purpose of the Position:**

The IT Officer is responsible to undertake IT tasked within organization, the post holder shall be responsible to oversee that NPA IT policy is being implemented and followed NPA South Sudan offices.

### **Duties and Responsibilities**

- Manage wireless LAN (Workgroup), V-SAT systems, Computers, multimedia and other IT peripherals/resources.
- Troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration.



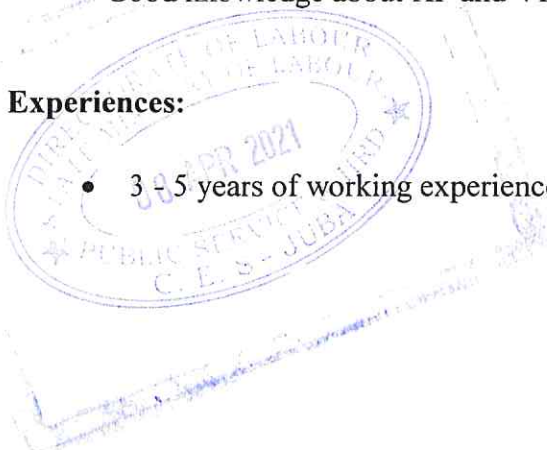
- Manage and Troubleshoot Two-way satellite internet system and DSL.
- Install, configure, and upgrade desktop hardware and peripherals to include; network cards, printers modems, mice and add-in boards.
- Installation of windows operating system, MS Office, Anti- viruses and other application software.
- Collaborating and communicating with HQ IT staff for email address creation and approvals of cases.
- Conduct technical research on system upgrades to determine feasibility, cost, time required, and compatibility with current system.
- Provide technical inputs in facilitating IT equipment's procurement.
- Prepare detailed flow charts and diagrams outlining systems capabilities and processes.
- Research and recommend hardware and software development, purchase, and use.
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Perform weekly backup of NPA Juba servers and computers. Ensure the backup is securely kept and available when needed.
- When required visit the field locations and provided IT support at field offices.
- Familiarize with VHF/HF maintenance and configuration (preferably Codan and Motorola).

#### **Desired Qualifications/Skills.**

- A Diploma in IT Technologies, having Bsc – IT is an added advantage.
- Excellent understanding about networking, computer hardware and softwares.
- Good knowledge about HF and VHF radios

#### **Experiences:**

- 3-5 years of working experience in a similar position.



- Experience of setting up networks, maintenance of IT systems and trouble-shooting computer software & hardware issues.
- Willing to travel to field offices at short notice.
- Microsoft 365, Teams and similar other IT platforms
- Previous experience with INGO or UN will be advantage.
- Certificate course in Microsoft 365,

### **Personal Qualities.**

- Work independently and professionally
- Good analytical skills
- Ability to communicate well and give feedback in a consistent manner
- Strong interpersonal skills
- Ability to travel extensively to various field locations
- Fluency in written and spoken English (working language), but Intermediate Arabic is added advantage
- Ability to participate effectively in team-based activities
- Self-motivated and ability to perform under pressure

**NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba.

**Applications submitted after 12:00 noon on Wednesday 28<sup>th</sup> April 2021, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

