

Approved



DIRECTOR
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CALL FOR VOLUNTEER

Volunteer Role Title:	ICT & Digital Communications Volunteer
Organization:	Vision South Sudan
Duty Station:	Yambio, South Sudan
Time Commitment:	Flexible
Opening	3rd Aug 2026
Closing Date:	11 th Aug 2026

1. Background & Objective

Vision South Sudan (ViSS) is a community-based organization (CBO) that was established in 2023 and is registered by the State Relief and Rehabilitation Commission (RRC) with a Certificate of Registration Number 109, under Chapter 3, Section 11 (2) of NGOs Act, 2016. ViSS has a functional board with members drawn from diverse professional backgrounds.

Vision South Sudan (ViSS) was initiated to participate and contribute to addressing the integral and inclusive needs of the resilient and the grassroots communities in promoting community health and nutrition, building community abilities through education, and supporting agriculture and livelihoods for sustainable peace and community development.

Job Objective:

The **ICT & Digital Communications Volunteer** manages both the technical infrastructure and digital presence of the organization. This hybrid role ensures our hardware, software, and systems run smoothly while maintaining an engaging, up-to-date presence across our website, social media channels, and online platforms.



2. Key Responsibilities

- Assist in updating website content, fixing broken links, and managing basic CMS tasks (e.g., WordPress, Drupal, or Squarespace).
- Help maintain cloud storage systems (Google Drive, OneDrive, or CRM tools), manage account access, and ensure regular data backups.
- Publish news articles, blog posts, project updates, annual reports, and press releases provided by internal teams.
- Capture high-quality video footage of organizational events, workshops, interviews, field projects, and daily activities using cameras, mobile devices, or action cams.
- Basic to intermediate knowledge of Windows/macOS operating systems and standard office software (e.g., Microsoft 365, Google Workspace).
- Help clean, organize, and back up organizational files in cloud platforms (SharePoint, Google Drive, or CRM databases).
- Provide first-line technical support for laptops, desktop computers, printers, and mobile devices.
- Diagnose and resolve software glitches, internet connectivity issues, and peripheral hardware problems.
- Assist with software installations, operating system updates, virus scans, and basic hardware cleaning/setup.
- Assist users with basic password resets, account setup, and access issues.

3. What We Look For (Qualifications)

- **Minimum Requirement:** A Certificate, Diploma or Bachelor's degree in ICT (Database, Website, Computer Maintenance, Graphic Design, social media)
- Hands-on experience with at least one major website builder (WordPress, Wix, Squarespace, etc.) and graphic tools like Canva.
- Hands-on experience with video editing software (e.g., Adobe Premiere Pro, DaVinci Resolve, Final Cut Pro, or mobile editors like CapCut).
- Strong familiarity with major social networks (Instagram, Facebook, LinkedIn, X, TikTok).
- Basic graphic design experience (Canva proficiency is a strong plus) and experience with scheduling tools.
- Familiarity with social media video trends, ideal video lengths, and publishing tools.
- Design graphics, short promotional images, and announcements using accessible design tools like Canva or Photoshop.
- Fluency in English and professional proficiency in the dominant local languages (Arabic, Bazande).
- Solid foundational skills in computer troubleshooting, cloud file management, and digital security basics.
- Strong written communication skills, attention to detail, and a patient approach when helping others with technical issues.
- Familiarity with managing business/organizational pages on major social networks.



4. What We Offer Volunteers

- **Mentorship:** Direct, structured exposure and networking opportunities with experienced non-profit specialists.
- **Local Support:** Provisions for localized transport stipends or any allowance as may be applicable.



5. Application Guidelines

If you are excited to drive positive change, please submit your volunteer interest via email. Ensure your email text or attached documents include:

1. A brief Expression of Interest explaining your motivation to support Vision South Sudan.
2. A summary of any previous work, relevant hobbies, or a basic CV containing up-to-date contact details.

Kindly forward your expressions of interest to visionsouthsudan01@gmail.com copy viss.finance2@gmail.com with the subject line: "Volunteer Application: Role Title – Your Name".

Important Note: Applications are actively processed on a rolling basis. Our organization values diversity and inclusive community representation; all passionate individuals are highly encouraged to apply. **(NB: This call is restricted to only South Sudanese Nationals)**

Contact: +211928277777 for inquiries

