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Approved by
Inspector of Labour
12/01/2024

(stamp) MINISTRY OF LABOUR • REPUBLIC OF SOUTH SUDAN • 12 JAN 2024

Job Advert

TERMS OF REFERENCE

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Job Title	: IT Officer
Number of Positions	: One (1) Position
Duty Station	: Juba
Duration	: Eleven (11) months
Eligibility	: This position is for South Sudanese nationals only
Anticipated Start Date	: February 2024
Advert Closing Date	: 31st January 2024 17:00 pm
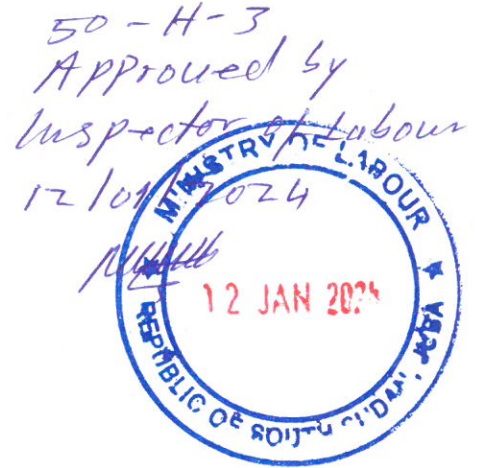
BACKGROUND OF ACCESS FOR HUMANITY

Access for Humanity (AFH) is a national non-profit making, humanitarian, and developmental organization, fully registered under the laws of the Republic of South Sudan.

The mission of AFH is to see well-informed communities that are free from health-related issues, free from food insecurity, where there is social justice and gender equity, where women are empowered and women's and children's rights are protected, where everyone live in peace and coherence with one another in a sustainable environment, and where humanitarian crises are prevented and/or challenged.

AFH is serving the most disadvantaged communities of the Republic of South Sudan; that are living in the remotest areas of the country. Since early 2018, Access for Humanity is implementing and coordinating Routine Immunization (RI) in over 20 counties in the Greater Upper Nile region of the Republic of South Sudan.
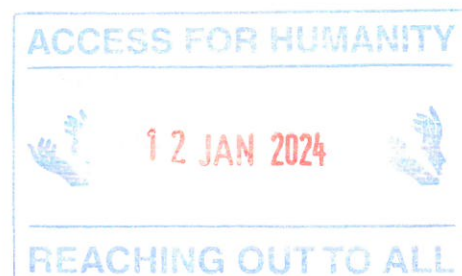
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GENERAL OVERVIEW OF THE POSITION

The IT Officer will be responsible for supporting networks, database, and systems, updating systems software, diagnose and fix hardware equipment, installation, and configuration of IT infrastructure, troubleshooting for system errors, data security and IT service optimization. Under the direct supervision of the Operation Manager, the IT Officer will be responsible for providing daily technical support and tackling all the IT work with consideration to the needs and requirements of AFH Office both in Juba and field locations.

REQUIRED PROFILE, EXPERIENCE AND SKILLS

Qualifications

- A bachelor degree in Computer Science/ Information Technology;
- At least three years' experience in IT, preferably with NGO's include remote support function;
- An extensive background in technology and computer science, with experience in maintaining and installing IT hardware and ability to solve hardware problems;
- Solid experience in maintaining, troubleshooting with Intune;
- Working knowledge of systems procurement and requisitions for low-cost items
- Working knowledge with remote desktop management
- Knowledge of Microsoft windows operating systems, including windows 10 and Microsoft office 365 applications (word, Excel, Power point, Teams e.t.c)
- Strong communication (spoken and written) skills, including the ability to advise and train users in the use of information system/applications and related matters and effectively prepare specifications, written reports and other documentation in a clear, concise manner
- Ability to work effectively as a team member and independently;
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines;
- Readiness to travel to field locations;
- Demonstrated experience in budget and financial management;
- Excellent critical and creative thinking and analytical skills;
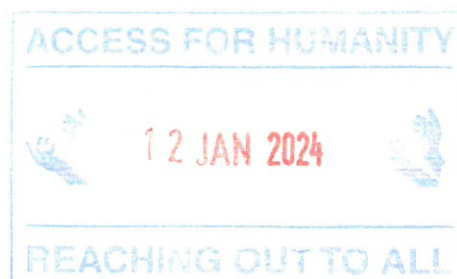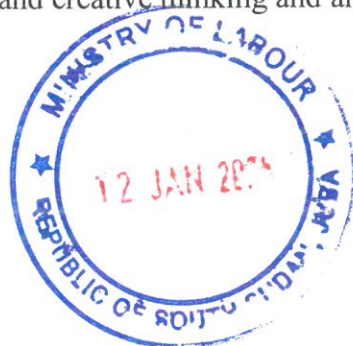
**ACCESS
FOR HUMANITY**

Reaching out to All...

Plot No.647/648
Hai Gudele Block 7
Juba, South Sudan

HOW TO APPLY

Qualified applicants should send their updated Curriculum Vitae, Motivation letter and copies of credentials, South Sudanese National ID card and contact details of two professional referees via:

E-mail to:

1) josephine@accessforhumanity.org
2) Copy: moses@accessforhumanity.org

Hard copies can be delivered to:

1. Access for Humanity Head Office, Hai Gudele Block 7, Juba, South Sudan

For direction call: +211928 498 353 /+211 928 409 409

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

Only shortlisted candidates will be contact