

### JOB DESCRIPTION

<b>Position</b>	Asset & ICT Assistant	<b>Publication Date</b>	10/12/2024
<b>Reference of the offer</b>	Full time	<b>Ending Date</b>	18 <sup>th</sup> Dec 2024
<b>Location</b>	Juba	<b>Starting Date</b>	10 <sup>th</sup> January 2025
<b>Duration</b>	3 Months	<b>Extension</b>	Subject to funding & performance
<b>Number of vacancy</b>	1	<b>Type of contract</b>	Fixed term

#### About Acted

Since 1993, as an international non-governmental organization, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer-term opportunities for sustainable growth and fulfilling people's potential. Acted endeavors to respond to humanitarian crisis and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: Acted mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, and 450 international staff, Acted is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.Acted.org](http://www.Acted.org)

In South Sudan, Acted has intervened since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile, and Greater Equatoria regions on the following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR, and Climate Change.

#### Context of the position and key challenges

##### JOB PURPOSE

Under the direct supervision of the Country Logistics Manager, the ICT/Asset assistant will be responsible for Motorized, ICT assets management in line with Logistics standards and procedures.

The incumbent will interact directly with all departments, FLATS and programs, as well as some external relationship with service providers under the direct supervision of the Country Logistics Manager.

The role shall also involve occasional travel to field locations.

#### Key roles and responsibilities

➤ **Implementation of the IT/COM strategy:**

- He must be able to configure, deploy, administer, and maintain network equipment, computers, printers, smartphones, and any other IT/COM assets.
  - ICT & Assets Assistant will follow methodical guidance of IMS department in Paris HQ and acts as a liaison between ACTED mission and Paris HQ in all technical matters.
  - He is responsible for the IT/COM security and must establish protocols for the use and handling of assets. He must train the ACTED staff in the secure use of online tools, networks, computers, smartphones, and productivity software.
  - He oversees connectivity by ensuring adequate bandwidth on each base of ACTED mission. He performs perpetual evaluation of connectivity needs in all ACTED representation offices and ensures cost rationalization of contracted ISP services. He performs periodic ISP market surveys and keeps track of services available on ISP market. He is also responsible for monitoring and supervising contracted suppliers and interventions in case of access problems.
- ICT & Assets Assistant is responsible for the implementation of the ACTED document digitization project. In this sense, He must accompany the person in charge of digitization in order to train him/her



in the use of a scanner, to provide him/her with all the rules for coding documents and to ensure their proper use, and finally, to create the filing system on the server and to validate its use.

➤ **Maintenance of IT/COM assets:**

- ICT & Assets Assistant must plan and supervise the maintenance of all IT (computers, printers, smartphones, network equipment etc.) and COM (HF, VHF, sat phones) equipment both in stock and in use. Communication equipment is managed based on a decision of the Security Department.
- If an asset is experiencing hardware or software issues, the ICT & Assets Assistant is responsible for troubleshooting and fixing the issue either internally or externally. He must estimate the cost of the repairs by listing the type of spare parts needed, their quantity, unit price/total price and any additional cost to get the asset back in working order.
- The ICT & Assets Assistant is responsible for the preparation, tracking and reception of all procurement dossiers related to the maintenance and repairs of assets. He must be able to offer a reliable supplier for each type of service.
- Provide user support on Acted online platforms (MS Office365, MS SharePoint, Archive 2.0)
- Management of cellphone sim cards.

➤ **Assets Management**

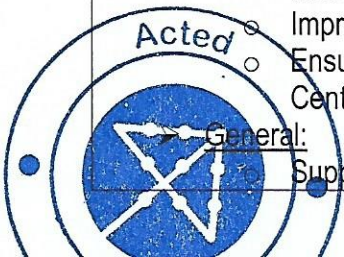
- Regular physical inventory to assess the physical state of assets
- Ensure tracking, allocation, and documentation of all assets as well as updating and archiving documentation both hard copies and soft copies on server
- Follow up on asset repair requests
- Maintain an up-to-date monthly asset follow-up with all details.
- Investigate and document any loss or damage.
- Support monthly and random asset inventories to check the monthly asset follow-up reliability, and take any corrective action needed.
- Contribute to regular staff training and refreshers (right use of assets etc.).
- Support the process of assets disposal as per Acted and donors' guidelines.
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➤ **Reporting**

- ICT & Assets Assistant drafts a schedule of visits to ACTED field offices according to current priorities/needs/urgencies.
- ICT & Assets Assistant is responsible for creating a ToR/Mission reports which are communicated to the Country Logistics Manager.
- ICT & Assets Assistant contributes to the updating of the Cash Request
- ICT & Assets Assistant is responsible for compiling the TITANIC reports under his/her responsibility (capital and bases). There are to be sent every 5th of the month to the CLM. He also provides qualitative feedback on the content of these reports to the ACTED Area Logistics and to the Area Coordinators.
- Follow up on reports from area & Compiling relevant Monthly reports for further sharing with CLM.
- Donor final reports ICT and Assets Register (with supporting procurement documents).

➤ **Leadership:**

- Ensure training and capacity building for Area team members to increase the level of technical ability and skills within the department.
- Improve information flows within the department and with other departments, Area Office and projects.
- Ensure smooth and consistent communication between Capital and the support bases of Capital - Centralization of all communications in relation with Logistics/ICT between Capital and the other bases.
- **General:**  
Support Logistics team and back up of Logistics colleagues in absence.





- Focal point for internal/external audit queries revolving.
- Focal point for Area IT Procurements Guidance.
- Field office travel to support and capacity building of team upon request from CLM/CD.
- Any other duties as directed by the CLM.

#### Required qualifications and skills expertise

- Post secondary school diploma.
- Proven training in ICT.
- Proven working experience in the logistics-ICT Department, preferably for INGO;
- Good writing and speaking of English language;

#### How to apply

Applications Should be addressed to Admin-HR Manager, Acted, Juba-South Sudan and submitted in English either in email to [ssd.recruitment@Acted.org](mailto:ssd.recruitment@Acted.org) or hand delivered in sealed envelopes to the Acted Office in Juba located at plot No 137, block No AXII, Hai Malakal. The deadline for this advert is tied to 10/Jan/2025 by 4pm..

Please, Attach a CV with 3 referees, Cover letter, copies of qualification documents and Nationality card. Those applying on email should indicate 'Assets & ICT Assistant' on the subject line.

