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Approved by
MOI 08/12/2021
[Signature]



Date: 8th.12.2021

JOB ADVERTISEMENT

BRIEF BACKGROUND OF HUMANITY AND INCLUSION

HI is an international independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster, alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Humanity and Inclusion is therefore seeking to recruit a qualified and dedicated Candidate for the Position detailed below: -

Job Title:	IT Officer
Vacancy position	1 Position
Country Program:	South Sudan
Duty Station:	Juba
Position Reports to:	Logistics Manager
Position Opened for:	South Sudanese
Contract Duration:	6 Month with Possibility of extension depends on Funding
Desired Start Date:	ASAP
Closing Date:	28th December 2021

Provision of Technical Assistance

- Install and configure computer systems.
- Make sure that all computers are virus free and standard software (OS, MS Office, Anti-Virus etc.) are updated with latest security patches.
- Assist supervisor in managing the IT network operations.
- Providing IT helpdesk support to all staff to help resolve their day-to-day IT related issues.
- Ensure smooth function of computers, printers and other IT related equipment.
- Providing support and facilitate staff in creating documents, presentations.
- Expedite the repair of hardware faults and software configuration problems, notifying or forwarding to relevant suppliers in a timely manner.
- Maintain necessary ICT related files and records.
- Ensure system and data security is maintained at a high standard, ensuring the integrity of network is not compromised.
- Liaise with suppliers and manufacturers for the repair and warranty of damaged IT equipment in close coordination with the procurement department
- Liaison with central IT teams (ICT HQ) for IT services.
- Support in the Management of a global monitoring system for the Inventory of ICT Equipment.
- Ensure backup of the main information systems is done.

- Ensure that all staff have reliable access to the internet and ensure that the internet will be used in a proper and legal manner.
- Ensure that the internet security policy is applied properly: router and firewall proper configuration,
- Manage and organize ICT activities, ensuring that all requests are dealt with in a timely and accurate manner, with an efficient allocation of resources.
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Staff Development

- Conduct IT related trainings for staff as per requirement.



Other skills

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling HI values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- Widely shares their personal vision for HI, engages and motivates others.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Values diversity sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.





<p>Education: (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> University Degree in Statistics, Computer IT. 	<p>HI's Core Values</p> <ul style="list-style-type: none"> To demonstrate an ethical and professional practice Respect beneficiary confidentiality. Respect and promote HI's Policies on Sexual Exploitation and Abuse and Child Protection and report to your line manager any non-respect of HI's policies amongst the teams or partners. As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual). The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.
<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> Proficiency in English and Arabic Proficiency in any other local languages would be an advantage 	
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HOW TO APPLY

Qualified Candidates are to submit their CVs and Cover Letters clearly mentioning the Position in the Job title as indicated above.

You can submit your CV and Cover Letter to:

Human Resources and Administration Department, Humanity and Inclusion, Juba HI office
located at Hai Amarat, Havana Street Juba South Sudan not later than **December 28th, 2021**
Email: recruitment@southsudan.hi.org

NOTE: Due to urgent need for the position, screening and shortlist may be done on daily basis as CVs comes and the position may be filled before the expected start date.

Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.

