



# TRANSCOM COMPUTER TECHNOLOGY CENTRE

Education Through Innovation

E-Mail: [info.transcomtraining@gmail.com](mailto:info.transcomtraining@gmail.com)

## Yei Office

(Former Finance Sudan Limited FSL, Lomuku II Luzira Road Opposite Dar el Salaam Market)

Date 19/02/2020

### Job Advertisement

**Job Title:** Operation Manager  
**Number of Post:** 1  
**Duty Station:** Yei Office  
**Application Deadline:** 26<sup>th</sup>/02/2020

#### Background

Transcom Computer Technology Centre is a nonprofit, non-political, non-governmental Youths led socio and economic development Initiative which is registered under the Ministry of Justice and Constitutional Affairs Government of South Sudan With **Reg No: 27 085** and **TIN No: 100-360-969**. It was established in **2016** with a view to help those unfortunate poor Youth through different development approaches in South Sudan.

Since inception in 2016, Transcom Computer Technology Centre has grown into a well-recognized provider of ICT Consultancy, Supply of I.T products, Basic Computer Training, Computerized Accounting, Graphics Designing, Statistical Training, Entrepreneurship, Database management and General secretarial Services which help our customers and communities achieve their goals.

Currently Transcom Computer Technology Centre is implementing Its Project of Youth Capacity building through Trainings in the field of ICT and Business Entrepreneurship Skills.

Transcom Computer Technology Centre is looking for Qualified South Sudan to join our team and support our daily office procedures in our field Office (Yei) as **Operation Manager**

#### Duties and Responsibilities

- Assisting in the monitoring and evaluation of performance and processes in the Company
- Ensuring specific day to day functions of Transcom Computer Technology Centre Ltd run smoothly
- Establishing good working relationships with all stake holders and external agencies
- Health & Safety Management of Transcom Computer Technology Centre Staff and Students
- Business Management, Finance Management, ICT and MIS
- To be accountable for ICT project approval governance and project wide resource planning
- To champion best project management practice, customer service and benefits realization management to facilitate the Group's prioritization of critical projects.
- Facilitate the design, implementation, management, and communication of customer focused strategic business plans/charters
- Define, manage, and implement the long-term strategic delivery roadmap including best practice governance for digital and traditional delivery
- Work with key business customers to define program scope and identify and prioritize requirements



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- Develop and manage contingency plans to ensure effective and timely delivery of company technology initiatives
- Focus on continuous process improvement and user satisfaction by increasing IT's value through innovation, emerging technologies and lean processes
- Overseas the general operation of the day to day Business of the company.

#### **Job Requirement.**

- At least 3 years working experience in a similar position in a humanitarian organization or companies
- Must be a south Sudanese
- Should have at least a Diploma in Computer Science or related field
- Comfortable leading and facilitating professional development with the high profile educational leaders
- Desires to be a part of a collaborative planning team with shared responsibilities
- Values and honors confidentiality
- Respects the time and thoughts of others
- Knowledge of Statistical Package and Computerized Accounting is a must
- Tools and strategies for facilitating effective meetings including evaluation protocols
- Effective learning theory and group dynamics
- Fluency in English and juba Arabic plus local language is an added advantage
- Good communication and interpersonal skill.

#### **How to Apply:**

- Interested applicants should drop his/ her Application, update CV and copies of certificate to our Office in Yei Dar El salaam Market (Former **FSL Finance Sudan Limited Office**), or through email, [info.transcomtraining@gmail.com](mailto:info.transcomtraining@gmail.com) before **26<sup>th</sup>/Feb 2020**.
- Due to urgency for this position, applications will be reviewed and interviews may be conducted before the closing day. Female candidates are strongly Encourage to Apply.
- Applications received after the deadline (**26<sup>th</sup>/Feb/2020**) will not be considered.
- Remember to Indicate the Post you are applying for on the Subject Line of your Email or Envelop.
- All application should be address to **Managing Director**, Transcom Computer Technology Centre.

#### **NB:**

You can also Contact **Batali Oliver** on Tel: **0920 707 060** or **0916 896 469**  
In Yei for direction regarding application Delivery opposite Kanjoro Primary School