



**POSITION** : IT Assistant  
**ORGANISATION** : African Parks Network – South Sudan  
**LOCATION** : Juba  
**REPORTING TO** : Conservation Manager  
**EXPECTED START DATE** : ***As Soon As Possible***

**BACKGROUND:**

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30, 000 KM<sup>2</sup>. The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM<sup>2</sup>, and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

**JOB OVERVIEW:**

The IT Assistant is responsible for all internal operations, including fleet management, aviation, construction, stock management, maintenance and logistics.

**MAIN ROLES & RESPONSIBILITIES:**

- Manage and maintain all IT equipment in the organisation in good working order, including laptops, printers, servers, internet infrastructure, etc, and maintain software and employee connections to Microsoft 365;
- Responds to all IT issues of the organisation and ensures the correct use, good working order and maintenance of IT equipment and networks;
- Ensures the longevity of hardware and software;
- Ensures the storage and security of data is optimised;
- Maintains a stock inventory of all equipment, including allocations and spares;
- Preparation of all procurement processes pertaining to operations;
- Conceives, develops and implements emerging technologies to sustain the development of the organisation's needs and evolution;
- Provide support to other departments if and when required;
- Take reasonable care for your own health and safety and that of anyone else who may be affected by your acts or omissions at the workplace;





- Prepare and submit weekly and monthly report;
- Perform any other related duties as may be assigned by the Line Manager.

#### EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Computer Science or related field.
- At least three years of experience in the field of IT.
- Working knowledge of relevant software, including Microsoft 365 and related applications.
- Working knowledge of relevant hardware, including servers and internet infrastructure.
- Exceptional communication skills, delivered both verbally and in writing, in English.
- Excellent organizational, analytical, oral and written communications skills in English.
- Compassionate, energetic, self-motivated and enthusiastic.
- People-oriented and results driven.
- Ability to design strategy along with leadership skills.
- Excellent active listening, negotiation and presentation skills.
- Strong capacity to manage time and competing priorities.
- Strong initiative, perseverance, and resilience.
- Good team player with experience working with multicultural teams.

#### HOW TO APPLY:

To apply, please email your CV and cover letter to [ssrecruitment@africanparks.org](mailto:ssrecruitment@africanparks.org) or hand delivery to **African Parks office Thonping, Synergy Suites – Plot No 849, Block No 3-K South** by **Wednesday, 6 March 2024**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

