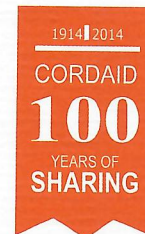




BUILDING FLOURISHING COMMUNITIES

50.H. 3  
Approved by  
MoL RCS  
15/2/2021  
15 FEB 2021  
MINISTRY OF LABOUR  
REPUBLIC OF SOUTH SUDAN, JUBA



**Vacancy notice**

**Advert opens 15<sup>th</sup> February 2021**

**Introduction**

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **IT Administrator as detailed below.**

**Position:** IT Administrator

**Based Location:** Juba

**Number of positions:** One (1)

**Reporting Lines:**

The IT Administrator reports to the Finance Manager

**Purpose of the position**

Maintain and manages Cordaid South Sudan computer network, software and hardware, and ensures effective functioning and consistent efficiency of the cloud IT systems.



## Key accountabilities and Responsibilities

- Support and train colleagues in working with Office 365 applications and cloud-based working
- Recommend approved specification and assist as required in the procurement of computers, printers and other ICT parts or accessories as needed.
- Ensure that the Logistics and Procurement Manager adheres to the Cordaid ICT Procurement Policy for Equipment and Services.
- Maintain the ICT inventory register and asset movement and verify that all ICT assets are registered in the assets register and have asset numbers.
- Configure, manage, and maintain all Cordaid ICT Tools (laptops, printers and accessories) to meet the Cordaid standards and performance.
- Proactively assess the ICT tools performance and standards by attending to the hardware servicing and ensure repairs for the hardware is provided within a reasonable time.
- Manage and maintain the Cordaid South Sudan internal office network.
- Provide advice on the selected internet service provider at Juba level and in the field.
- Maintain the best possible internet connection by managing the Meraki firewall
- Perform proactive maintenance and reconfiguration of the IT system, including software and security updates on a regular basis.
- Improve network and computer security measures.
- Assure the active and up to date use of software and proper use of ICT equipment by staff according to the guidelines.
- Ensure security of the data and information by conducting system audits of technologies implemented.
- Verify the applications audit trail and review the user's level and activities. Ensure that the user matrix and levels of access are approved by the Country Director.
- Ensure that all staff is saving their files in the appropriate cloud systems (OneDrive and SharePoint).
- Training of staff in the use of the data management systems including support to strengthen data collection and reporting by health facilities. Supervise the implementation of data management at all levels and the proper integration at the Cordaid office in Juba.
- Timely facilitate the production of quality standard reports according to standard reporting templates and other ad hoc reports as and when requested either by the Finance Controller or key project stakeholders
- Contribute to team effort by attending and accomplishing ICT related enquiries, queries and results as needed and provide helpdesk and troubleshooting assistance to staff in Juba and in the field.
- Conduct training for staff in the use of hardware, software, Office365, security, and internet
- Ensure that the software and hardware efficiency is up to standard.
- Change's passwords, account information and permissions in Office 365 and Microsoft Azure Active Directory
- Work together with other Cordaid IT officers to support our other offices in the world.
- Work together with ICT of Global Office to ensure that all systems are protected and are set by defining access privileges, control structures, and resources. This includes access privileges by staff to the server departmental folders and levels of access.
- Recognizes problems by identifying abnormalities and report any violations by the employees.
- Determines security violations and incidences by conducting periodic audits checks.
- Upgrades system by implementing and maintaining security controls.
- Maintaining the Meraki firewall and check for mis use of internet
- Maintains quality service by following Cordaid ICT Policies, Procedures, and standards.
- Ensure that all Cordaid staff have been briefed and have signed the ICT Cordaid Policy. This includes consultants and visitors who have access to Cordaid ICT tools and Internet.
- In consultation with the Finance Controller and the HQ – Develop, review and update the ICT policy. Ensure to update staff on any changes and implication on the violation of the procedures.
- Recommend process changes to improve internal processes to the Finance Controller.
- Perform any other IT related duties as instructed by the Finance Controller.



### Qualifications and skills

1. A bachelor degree in Information Technology /or Information Science /or Computer Science and/or any other related qualification.
2. At least 3 years working experience in the related field
3. At least 2 years of working experience with Microsoft Office 365 including SharePoint, OneDrive and Skype for Business. Experience with Microsoft Dynamics 365 and Microsoft Dynamics AX would be a plus.
4. Excellent knowledge of Microsoft applications, Meraki, Cisco Networking and v-sat connections.
5. Knowledge om ITIL procedures
6. Strong analytical thinking and troubleshooting skills
7. Willing to travel occasionally to the Counties where Cordaid Operates
8. Must be a formidable team player, highly motivated and able to work under pressure during peak periods.

### Further information and how to apply

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.

**CSS03/2/21 IT Administrator.**

or

Applications can also be hand dropped at Cordaid Juba office and Cordaid Juba field office to the attention of the **Human Resource and Administration Manager – Cordaid Juba South Sudan Country Office.**

Deadline for submission is by the **5<sup>th</sup> March 2021**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted.

**An integrity check will be part of the recruitment procedure.** All applications submitted cannot be returned.

**(South Sudanese Nationals Only)**

