



United Nations High Commissioner Refugees (UNHCR)

**INTERNAL VACANCY ANNOUNCEMENT**

**Vacancy Notice No.: 2016/HCR/SSDBU/028**

Please circulate widely in other agencies  
and government offices at your duty stations.

<b>Title of Post</b>	<b>ICT Associate</b>	<b>Grade</b>	<b>G6</b>
<b>Post Number</b>	<b>10018726</b>	<b>Date of Issue</b>	<b>27/04/2016</b>
<b>Location</b>	<b>Bunj, South Sudan</b>	<b>Closing Date</b>	<b>11/05/2016 at 12:00 Noon</b>

**Accountability** (*key results that will be achieved*)

- UNHCR Country offices in the AoR have modern and cost-effective ICT systems.
- UNHCR ICT equipment and data are protected.

**Responsibility** (*process and functions undertaken to achieve results*)

- Assist in on-site needs assessment and installation and maintenance of UNHCR Telecommunications and IT equipment.
- In consultation with the Senior Regional ICT officer, establish the ICT requirements in field operations, taking into account the overall IT and Telecom strategy of the region, the operational needs and the security constraints.
- Install and configure the most appropriate type of UNHCR IT and Telecommunications systems (HF, VHF, UHF, Microwave Links, Telephony, and satellite systems) to meet the field and emergency operations immediate ICT needs.
- Ensure that the equipment under his/her responsibility is in good working condition, by inspecting regularly the hardware and installations. If required, arrange promptly repairs or replacement as necessary according to established procedures.
- Maintain records of the installations and repairs/replacements done and keep the Regional ICT officer fully informed on the status of the equipment.
- Provide each office, where equipment is installed, with full information for their asset management records.
- If applicable, keep a proper inventory level of all sites spares and return spare parts for repair/replacement.
- Monitor and maintain the LAN, Network Servers, Printers, LAN points, Hubs, Patch pane, etc. to prevent faults occurring.
- Add or remove users from the Network.
- Assist in the maintenance of accurate records of users and usage of the Network.
- Carry out minor hardware maintenance.
- Provide Technical Briefing/Training on the equipment to local ICT resources and users, including IPs, ensuring that they are able to maintain/use the equipment.
- Assist in the development and configuration of IT and Telecom Equipment/Kits used in field operations and emergencies.
- Perform other related duties as required.

**Authority** (*decisions made in executing responsibilities and to achieve results*)

- Decide on appropriate resolution to incidents / problems.
- Escalate issues to supervisor if incident / problem cannot be resolved with scope of responsibility.

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- Completion of Secondary School or equivalent technical school with formal training and certification on relevant ICT related fields.
- Minimum 6 years of job experience relevant to the function or particularly on HF/VHF radio or IT systems, PAMA satellite systems, PABX, Cisco routers and satellite modems.
- Knowledge of computer application packages such as MS Office.
- Fluency in English and working knowledge of Arabic and local language will be an added advantage

**DESIRABLE QUALIFICATIONS & COMPETENCIES.**

- Knowledge of other UN languages.
- Hands-on experience with wireless and VoIP systems, electricity, generators, lightning protection an asset.
- Previous experience in Emergencies is an advantage.
- Training experience.

**Submission of Applications**

**Applicants are required to submit motivation letter, P11, Fact Sheet and also copy (copies) of certificate (s).**

Documents submitted shall not be returned to the applicants. Please send your application in an envelope addressed to Human Resources Officer, UNHCR Representation Office, Juba or via email to [ssudjuhr@unhcr.org](mailto:ssudjuhr@unhcr.org) Only short listed candidates will be contacted and invited for a written test and interview. **Late and incomplete applications will not be considered.**

UN Personal History Form (P.11) is available in the UNHCR Website, [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc) or you can collect it from UNHCR Office, located at Ministries Road, behind Sudan Council of Churches (SCC).

*Refugees – who cares? WE DO!*



UNHCR  
The UN Refugee Agency