



UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES  
REPRESENTATION IN SOUTH SUDAN

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No: VN/BT/033/2017

<b>Title of Post</b>	<b>Senior IT Assistant</b>	<b>Level</b>	<b>G5</b>
<b>Type of Appointment</b>	<b>Fixed Term Appointment</b>	<b>Duration</b>	<b>1 year (Initially)</b>
<b>Position No.</b>	<b>10022312</b>	<b>Date of Issue</b>	<b>25 August 2017</b>
<b>Location</b>	<b>Bentiu, South Sudan</b>	<b>Closing Date</b>	<b>07 September 2017</b>

**FUNCTIONAL STATEMENT.**

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

- Assist the office in setting standards for applications that meets the needs of the users and supports the overall Information Technology.
- Monitor and maintain the LAN, Network Servers, Printers, LAN points, Hubs, Patch pane, etc. to prevent faults occurring.
- Ensure that information problem recovery is done as quickly as possible by making regular system back-ups
- Assist with the installation of software packages, basic repair/maintenance of all computer hardware in the office and where required implementing partners.
- Train UNHCR staff on email operation system
- Add or remove users from the Network
- Maintain the inventory of IT equipment
- Perform other duties as required

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

- Secondary Education, Engineering, certificate/training in information technology
- Previous job experience 5 years of relevant function.
- Essential knowledge of the post
- Fluency in English with working knowledge of another relevant UN language, knowledge of the local language is an added advantage.

*(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)*

**DESIRABLE QUALIFICATIONS**

- Technical knowledge of information technology
- Certificate in LAN operation.
- Communication skills

## **SUBMISSION OF APPLICATIONS**

### Remuneration:

A competitive compensation and benefit package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>.

### Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation and P11 Form by e-mail stating the position title and vacancy notice number in the subject line to: [ssudjuhr@unhcr.org](mailto:ssudjuhr@unhcr.org) by **07<sup>th</sup> September 2017**.

The Personal History Form (P11) is available at the following link: [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc).

Shortlisted candidates may be required to sit for a test and/or oral interview. No late or incomplete application will be accepted. Only short-listed candidates will be contacted.

UNHCR strongly encourages and qualifies female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieve workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

**NB: UNHCR does not charge a fee at any stage of the recruitment process.**

***Refugees – who cares? We Do.***