



Juba Office

United Nations  
Educational, Scientific and  
Cultural Organization  
منظمة الأمم المتحدة  
للثقافة والعلم والتربية

## Vacancy Announcement

IT Support Officer

REF: JUB/ADM/13/80

### Summary

<b>Title</b>	IT Support Officer
<b>Location</b>	Juba, South Sudan
<b>Type of Contract</b>	Service Contract
<b>Level</b>	NO - B
<b>Duration</b>	5 months
<b>Start Date</b>	1 August 2013
<b>Reporting to</b>	Administration Officer
<b>Apply to</b>	<b>Complete application, including CV and brief cover letter, should be emailed to <a href="mailto:juba@unesco.org">juba@unesco.org</a> by 10 July 2013.</b>

### Major Duties and Responsibilities

Under the overall authority of the Head of Office and the direct supervision of the Administrative Officer, the subscriber will perform the following functions:

- Provide advice and expertise to the UNESCO Juba Office on all questions of computer and information technology applications (including hardware, software, LAN, security, training, etc.), their planning and development;
- Assist the LAN/WAN of the UNESCO Juba building and ensure connectivity, backup of servers and mailboxes, antivirus update for file and email protection, create and delete email accounts.
- Advice and follow up on maintenance and repair of computers in the UNESCO Juba Office building;
- Provide technical support and advice to end-users and participate in the provision of training to staff on server based applications;
- Help create and maintain a central file system for all computers / users and its backing up, including emails and attachments (Outlook), managing users and their administration rights on working folders on the server;
- Manage and update, in coordination with office staff, the web site for the UNESCO Juba Office, featuring information about the office as well as information related to all activities implementing in the country;

- g. Participate in the procurement planning and bidding for the purchases of informatics related hardware and software needed by the office;
- h. Managing and distributing mobiles, SAT phones, VHF and HF radio sets, and radio call signs to staff, and ensure that all equipment are properly functioning;
- i. Performing any other duties as requested by the office Director or Administrative Officer.

#### **Minimum qualifications and skills**

- University degree in IT related fields, preferably at a post graduate level
- Minimum 3 years experience in the specific field of ITC Management, Training and Support, information management, preferably with international organizations.
- Excellent professional-level management of LAN/WAN Networks as well as Websites (Typo 3).
- Fluent in English and a local language
- Excellent Communication and inter-personal skills

Please include the vacancy Ref Number in the subject line of the email of your application.

**UNESCO does not charge any fees for accepting applications**