



# USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NO: VA-12-24(Juba)**

**OPEN TO:** All interested and qualified South Sudanese Nationals. Current mission employees serving a probationary period are not eligible to apply.

**POSITION:** Computer Management Assistant

**OPENING DATE:** Tuesday: Nov 06, 2012

**CLOSING DATE:** Friday: Nov 23, 2012 - close of business 4:30 p.m.

**WORK HOURS:** Full-time; 40 hours/week

**GRADE:** FSN 09

USAID South Sudan is inviting applications for the position of Computer Management Assistant in the IT Division, Executive Office, USAID/South Sudan, Juba.

**Summary of duties and responsibilities:**

Under the direct supervision of the Computer Management Specialist, the incumbent will have the following responsibilities:

The incumbent repairs share cards, boards, scanners, external tapes and disk drives, concentrators, servers (UNIX and Windows), and overhauls PCs and Printers. And also completes the installation of PCs, LAN printers, UNIX printers, and stand-alone printers, floppy/hard drives, CD ROMS, tape problems up to component level for the following computer equipment: CPU mother boards, keyboards, mice, monitors, and also printers (Laser, UNIX, dot matrix drives and laying of LAN cabling and testing nodes. Configure PCs and printers, in addition to helping users with day-to-day computer related problems.

Installs and maintains software that are in use in the USAID/South Sudan offices and will be expected to work with/develop the intranet SharePoint in the office and other application programs, and resolve problems regarding software applications.

Trains employees in the use of MS Microsoft office including but not limited to Word, excel PowerPoint, Google mail, Publisher, Access etc. And also works in coordination with the Human Resource office in identifying Computer Courses for employees either on-line, in the Region or by bringing trainers to Post.

Maintains and program the USAID Complex Private Branch Exchange (PABX) and electronic telephone auto-answering machine. And also carries out installation and de-installation of security Radios and telephones at the United States Residential compound.

**QUALIFICATIONS REQUIRED:**

**EDUCATION (15):** University degree in Computer Science, Telecommunication Engineering, Information Technology, or a similar discipline is required.

**EXPERIENCE (30):** A minimum of 3 years of experience in the IT field (computer, telecommunications, office equipment and general electronics, installation, maintenance and repair) is required.

**LANGUAGE (15):** Level IV (Fluent) in English and Level IV (Fluent) in local language written and oral is required.

**KNOWLEDGE, SKILLS AND ABILITIES (40):** Must have computer, electronic/ telephone technician knowledge of established practices and procedures. Must be able to use all tools of trade. Knowledge of Web design and management and use of MS Office Applications, Websites management and development required. Incumbent should be able to work in a team; multi-cultural environment and should have excellent inter-personal skills. Must be patient in dealing with customers and communicate effectively. The incumbent should be able to exercise judgment in his/her daily operations.

**Position Grade Level: FSN-09.** Starting salary step will be determined on the basis of previous salary history. The salary range for this position is \$17,903-\$26,855. In addition there are various allowances amounting to approximately 35% of the salary. Ranging from \$4,955.2 - \$6,002.5 as per the current U.S. Government Local Compensation Plan for South Sudan.

Applicants are required to submit an application package that includes a cover letter of interest which clearly describes the individual's qualifications for this position, his/her CV, and the Employment Application Form (DS-174) to USAID by e-mail at [jubahroIT24@usaid.gov](mailto:jubahroIT24@usaid.gov) OR deliver one copy to the USAID/South Sudan, Juba applications box that is located outside the US Embassy Entrance. The DS-174 form is available on the US Embassy web site:

[http://southsudan.usembassy.gov/job\\_vacancies.html](http://southsudan.usembassy.gov/job_vacancies.html).

Closing date for submission of applications is Nov 23, 2012 (16:30 hrs. Juba, South Sudan time). Please note that only short listed candidates will be contacted for an interview.

Subject line must be COMPUTER MANAGEMENT ASSISTANT  
Your application will not be considered without this.

**Required Documents:**

Cover Letter of Interest (including vacancy # of the position)

An up-to-date Resume/C.V

DS 174 application form (to be filled out completely)

Name and contact information for three professional references.

**Note:**

Only short-listed candidates will be notified.

This vacancy is only open to nationals of South Sudan.

Applications without the required DS 174 Form and supporting documents will not be considered.

No in-person appointments or telephone calls will be entertained.

Internal candidates are strongly encouraged to apply through their supervisors. Internal candidates are not required to complete the application form. Short-listed candidates will need to take English and written tests before being interviewed.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO  
APPLY