

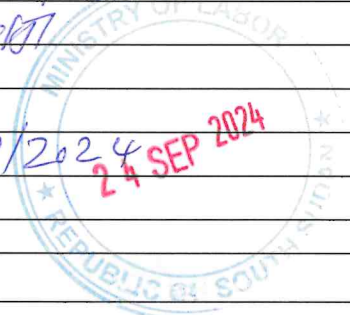


HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

(South Sudan national only)	
job vacancy announcement	
va/HFO/ssh/075/2024	
job title:	Information communication technology officer (ICTO) _ 1 position
reporting to	Operation manager
department:	Operation department
hours:	40 hours per week
duty station:	Juba office
opening date	September 24 th , 2024
closing date	October 11 th , 2024
starting date	asap

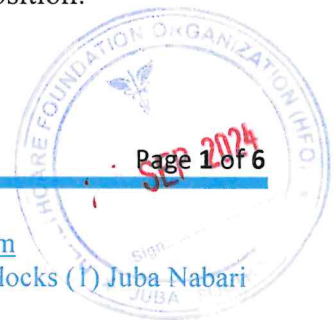
SB-H-3
 Approved by Senior Inspector
 M.O.L/R.S.S.T
 24/09/2024
 24 SEP 2024



background

About Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in the Equatoria region (central Equatorial State, upper Nile region (Jonglei state, Fangak, and Canal/Pigi counties), unity state, Rubkona, Guit, and leer counties) and Bahr el ghazal region (northern Bahr el ghazal, Aweil east county) & Warrap State, Twic east, and Gogrial east counties). regional office in Sudan with in Khartoum, White Nile state, and Blue Nile state respectively. our country's team of advisors uses their expertise in health, nutrition, protection, food security, education, water, sanitation, and hygiene. we work in the above states to support over 300,000 affected-population developments and humanitarian aid projects/programs.

HFO has been working in South Sudan since 2017 and is currently working in six states. our services are in line with humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated program. for more information, please visit the HFO website at [www. to-ss.org](http://www.to-ss.org) we wish to recruit interested and qualified applicants (south Sudanese nationals only) for the following position:





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our vision statement

Healthcare Foundation organization (HFO) inspires hope and contributes to health and well-being by providing the best care to every community through integrated clinical practice and education toward self-reliance.

our mission statement

Healthcare Foundation Organization (HFO) exists to inspire, empower, and transform communities to move towards self-reliance by providing holistic social services and development assistance to the people of South Sudan and Sudan.

● purpose of the position:

- Lead and manage the IT team, including recruitment, training, performance management, and professional development. This role offers significant professional growth and development opportunities for the IT Officer and their team members.
- Oversee the design, implementation, and maintenance of the company's IT infrastructure, including networks, servers, and systems.
- Develop and implement IT policies, procedures, and security protocols to ensure data protection and information security.
- Collaborate with other departments to identify technology needs and develop IT solutions that support business objectives.
- Monitor IT performance, conduct regular audits, and optimize IT systems and processes for efficiency and reliability.
- Manage IT budgets, expenditures, and vendor relationships, ensuring cost-effectiveness and compliance.
- As an IT Manager, it's crucial to stay updated with industry trends, emerging technologies, and best practices in IT management. This proactive approach





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will enable you to recommend innovative approaches and technologies for continual improvement in our IT operations.

- Provided IT support and troubleshooting assistance to end-users and resolved IT-related issues promptly.
- Ensure compliance with data privacy regulations, IT governance standards, and industry certifications.
- Develop and maintain disaster recovery and business continuity plans to safeguard critical IT systems and data.

● **qualification requirement**

- A bachelor's degree in computer science, information technology, or a related field. Possession of advanced degrees and certifications is deemed advantageous.
- Established background as an IT officer or in a similar leadership capacity, demonstrating adept management of operations and teams.
- Profound comprehension of its infrastructure, systems administration, and network management.
- Demonstrated proficiency in formulating and executing policies, procedures, and security protocols.
- Exceptional leadership and team-building competencies, coupled with the ability to inspire and steer the team toward success. Strong analytical and problem-solving skills, with the ability to identify IT issues and propose practical solutions.
- Excellent communication and interpersonal skills, with the ability to collaborate with stakeholders at all levels.
- Experience with budget management, vendor management, and contract negotiations.
- Proficiency in IT project management methodologies and tools to oversee IT projects and initiatives.



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- Business acumen and strategic thinking to align its strategies with overall business goals.

• Job Description

- performing system backups and recovery
- conducting server builds
- participating in the preparation of specifications for various telecommunication equipment and systems iv. monitoring operating system software and servers
- participating in the implementation of the computer systems
- providing user support, including training users
- performing technical, systems, and user documentation tasks.
- test and evaluate all new technology e.g., database systems.
- conduct electrical safety checks on computer equipment
- enhance the office system through appropriate upgrades and advise on changes or improvements required.

• job-related experience and knowledge

12.0 previous ict experience in supporting users' devices, their use of key applications, and working with systems to resolve problems and anomalies in their use.

12.1 demonstrated skills and competencies: demonstrated a high level of professional competence and outstanding management qualities in computerized information systems.

12.2 language skills: fluency in English and Arabic is a requirement; proficiency in another local language is an advantage. the ability to both speak and present information to a high standard in the English language.

12.3 experience in developing reports or using existing information sources to inform operationally or support service areas will be required.

12.4 being a pro-active team player with the ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.

12.5a solution-focused approach to problems and experience in using established escalation routes in achieving this.





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- 12.6 **experience in supporting change initiatives** across service areas, including those relating to processes, information, or the impact on service users.
- 12.7 **experience in using social care systems and data** to help support the organization in planning and decision-making.
- 12.8 **strong customer service skills and a willingness to develop relationships** with colleagues to facilitate the solution
- 12.9 **have the required knowledge of the organization's website**, and have the ability to update and maintain the data as preferred by the organization.

• the statement:

- *HFO staff must adhere to the values and principles outlined in the HFO code of conduct and ethics, hr policy manual, prevention from sexual exploitation and abuse policy, GBV, and child safeguarding policies.*
- *by these values, HFO enforces policies on beneficiaries, partners, and service providers to protect vulnerable groups from being exploited and to ensure a safe environment free from harassment.*

• how to apply:

- ✓ applications should be addressed to the human resource & administration manager by quoting the vacancy number not later than **October 11th, 2024 @ 5.00 pm.**
- ✓ applications received after this date will not be considered and submitted using the email address: recruitment@hfo-ss.org and copy recruitmentshfo.org@gmail.com
- ✓ due to limited internet space, **hand delivery** of applications is allowed, and please find the address of the HFO office below this advert.
- ✓ hand delivers to HFO security guard in Tongpiny, off the catholic university of South Sudan.
- ✓ due to the urgency of these positions, applicants **will be** selected on a rolling basis and before the dateline.
- ✓ **qualified female applicants are particularly and strongly encouraged to apply!**



Website: <http://hfo-ss.org/>

Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com

Address: Kololo road behind Catholic University of South Sudan / Plot No: 149 blocks (1) Juba Nabari (Tongpiny, Khartoum He)





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hfo employment statement: healthcare foundation organization (hfo) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status.

@hfo hr & administration department 2022



Page 6 of 6

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