

IPTEC is one of the leading Internet Service Provider (ISP) and one-stop Information & Communication Technology (ICT) solution provider in South Sudan. Incorporated in 2011 in South Sudan. IPTEC has already expanded its Optical Fiber, Wireless Internet, Satellite Internet and intranet (data) services to all of the states in the country. We are looking for the dynamic and talented candidate for the **FOLLOWING POSITIONS**.

**Position: Junior Executive, Sales and Marketing**

**Job Description:**

- Market visit and follow up
- Follow up new business opportunities and meetings
- Establishing and maintaining business relationships
- Ensure and achieve sales target
- Communicating new product developments to prospective clients
- Proposal Writing & Product Demonstration to clients

**Qualifications:**

- Graduate in any discipline
- Preference will be given to Business Graduate
- Minimum 02 years of experience in Sales & Marketing is needed.
- Good communications skills
- Good organizational and time-management skills
- A smart appearance and professional manner
- Women are highly encouraged to apply.

**Position: Executive, Sales and Marketing**

**Job Description:**

- Market visit and follow up
- Follow up new business opportunities and meetings
- Establishing and maintaining business relationships
- Ensure and achieve sales target
- Communicating new product developments to prospective clients
- Proposal Writing Product Demonstration to clients

**Qualifications:**

- Graduate in any discipline
- Preference will be given to Business Graduate
- Minimum 4 to 5 years of experience in Sales & Marketing is needed.
- Good communications skills
- Good organizational and time-management skills
- A smart appearance and professional manner
- Preferred ISP & Telecom Industry experience persons
- Women are highly encouraged to apply.

**Position: Junior TAC (Technical Assistance Center) Engineer**

**Job Description:**

- Install LTE CPE, LAN Installation and Others Radio Network equipment's
- Install and maintain server on Linux and Windows operating system
- Install and Configure Wireless Networking equipment, Access Point, Routers,
- Upgrade software & Hardware & have to provide outdoor customer support
- Responsible to design the customer LAN /WAN Network

**Qualifications:**

- Bachelor Degree/Diploma in Computer science
- At least 1 years of experience in ISP/IT sectors
- Understanding Wireless Networking
- To be self-motivated but able to work as part of a team
- Good communications skills, both writing and verbally
- Women are highly encouraged to apply

**Position: TAC (Technical Assistance Center) Engineer**

**Job Description:**

- Installation and commissioning of VSAT both C-Band and Ku Band
- Install LTE CPE, LAN Installation and Others Radio Network equipment's
- Install and maintain server on Linux and Windows operating system
- Install and Configure Wireless Networking equipment, Access Point, Routers,
- Upgrade software & Hardware & have to provide outdoor customer support
- Responsible to design the customer LAN /WAN Network

**Qualifications:**

- Bachelor Degree/ Diploma in Computer science
- At least 2/3years of experience in ISP/IT sectors is mandatory
- Understanding Wireless Networking
- To be self-motivated but able to work as part of a team
- Good communications skills, both writing and verbally
- Women are highly encouraged to apply

**Position: Junior Executive (Accounts and Billing)**

**Job Description:**

- Assists to manage Billing & Credit control of all Clients of the company.
- Prepare Invoice & correspondence with clients for bill collection.
- Follow up the client for recovery and collect Cash/Cheques.
- Maintain Documentation and keeping all important documents.
- Have to prepare all types of Vouchers and software Posting
- Have to work any other jobs assigned by the management

**Qualifications:**

- Bachelor Degree/Diploma in Accounting
- At least 2 years of experience in accounts and billing
- Good communications skills, both writing and verbally
- Good command in all basic computer knowledge.
- To be self-motivated but able to work as part of a team
- Good organizational and time-management skills.
- Women are highly encouraged to apply.

**Position: Junior Executive (Admin & Logistic)**

**Job Description.**

- Support the daily administrative and logistics activities.
- Employee database management and personnel filing & managing HR related database.
- Ensure and check daily attendance of support staffs and report regularly and on time.
- Ensure that the support staffs perform their duties satisfactorily.
- Ensure proper management of the drivers, maintenance of vehicles and recording log-books.
- Updating Work permit, visa, driving license and other legal documents
- Ensure a clean and healthy environment by ensuring proper maintenance of office premises

**Qualifications:**

- Bachelor Degree/Diploma in Logistic Management
- At least 2 to 3 years of experience in Admin and Logistic
- Good communications skills, both writing and verbal
- To be self-motivated but able to work as part of a team
- Good organizational and time-management skills.
- Proficiency in MS Excel and SAP knowledge is desirable
- Women are highly encouraged to apply.

Please apply with Your **Resume** along with a passport size **photo** of this circular to IPTEC LIMITED, Plot # 83, Block: 3-K South, IPTEC Avenue, Juba Na Bari, Kololo, Juba, South Sudan. Tel: +211 929 007 034. Tel: +211 929 007 016 or E-mail to: [career@iptecltd.com](mailto:career@iptecltd.com)