Plan International Myanmar
Job Advertisement for ICT Officer

Plan International is an international child and youth development organization dedicated to promote the realization of children and young people's rights, especially girl's rights, in both development and humanitarian settings. Plan International in Myanmar is supporting a broad spectrum of initiatives designed to support integrated child development and youth empowerment outcomes that are strategically aligned with the national government's priorities. Sectors of focus include: Early Childhood Care and Development (ECCD), Maternal, Newborn and Child Health and Nutrition (MNCHN), Water, Sanitation and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, Education, Adolescent Development, Youth Economic Empowerment, Youth-Led Peace Building and Social Cohesion, Sexual Reproductive Health and Rights (SRHR), and Non-Communicable Disease (NCD) Prevention among young people.

Position : ICT Officer
Accountable to : Operations Manager
Location : Sittwe (with frequent travel to Mrauk U)
Assignment Type : One Year Contract with possible extension
Applications Closing Date : 16th October 2020, 5:00 PM
Travel Percentage : 40%

Job purpose:

The ICT Officer main role is to support in all of related ICT matters to respective Sittwe Humanitarian Program Unit (Sittwe & Mrauk U) offices. ICT Officer will be responsible for minimum ICT standard of Local infrastructure and Plan corporate system to be able to assist to ICT Manager. He/she will be guided by the ICT Manager to ensure assist for ICT issues and provide necessaries inputs and documentations.

Duty and Responsibility

- Commitment to and understandings of PLAN Myanmar's aims, values and principles
- Communicate and coordinate IT issues with external resources as required
- Prepare monitoring and planning reports
- Handling payments of expenses/small purchase for IT materials
- Solve hardware and software troubleshooting in all PLAN's PU offices
- Keeps technical documentation up to date for all IT installations.
- End-users on standard computer systems (hardware and/or software), provides technical advice.
- Assistance with IT equipment and its use and provides remote support when needed.
- Orders for parts, equipment and tools, locally or in Yangon, according to standing procedures in collaboration with the administration and logistics
- Travelling to ICT field offices in Rakhine State for end users support and technical installation backup Sittwe & Mrauk U.
- Capacity building of project and operation staff for ICT training.
- Develops and encourages new and innovative solutions
- Other tasks as assigned

Qualifications & Experience:

- University degree or Relevant degree/diploma in ICT fields
- At least three years professional working experience in information technology field.
- Certified in Microsoft server, and CISCO CCNA.
- Professional working experience with international organizations and local host preferable

- Good knowledge in SAP (ERP) application online system
- Good experiences on CISCO platform and Windows AD services
- Good in experience on remote/virtual technology
- Good experiences in Microsoft office suites/outlook and MS 365 cloud technology working environment

Skills

- Strong manage and problems solves skills on Local Area Network (LAN) and data back-up systems; to include; information storage, virus protection, security and power supply.
- Configuration skills on wireless routers and access point's wireless technology.
- Proven team working ability and training skills.
- Strong communications skills, including proficient English language ability

How to apply:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: Myanmar.CO@plan-international.org. Late applications will not be considered.

Subject line for application: "**ICT Officer_ STH**".

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children together with Gender Equality and do not tolerate child abuse and sexual harassment. All Plan International Myanmar Staffs are required to sign and adhere with Plan's Safeguarding Policy at all times.