



# MYANMAR POSITIVE GROUP

THE NATIONAL NETWORK OF PEOPLE LIVING WITH HIV IN MYANMAR

Community System Strengthening . Representation . Community Voices. Meaningful Participation . Exemplary Leadership

## VACANCY ANNOUNCEMENT (25/2021 Advertisement)

<b>Position Title</b>	<b>: IT Officer (One Post)</b>
<b>Report To</b>	<b>: Senior Program Support Manager, Program Support Department</b>
<b>Liaise with</b>	<b>: Program Operations, Finance, Grant &amp; Partnership Departments</b>
<b>Duty Station</b>	<b>: Head Office, Yangon</b>
<b>Travel Requirement</b>	<b>: Yangon (75%) and travels to project areas (25%)</b>
<b>Contract Type</b>	<b>: Project-Base Yearly Staff Contract with 3-months probations</b>
<b>Project Duration</b>	<b>: 1<sup>st</sup> August 2021 to 31<sup>st</sup> December 2022 with Possible Extension</b>
<b>Application Period</b>	<b>: 8<sup>th</sup> August 2021 – 15<sup>th</sup> August 2021</b>
<b>Benefit and Allowance</b>	<b>: Competitive Salary + Service Gratuity + Health Care Insurance + Communication Allowance and leaves</b>

**Myanmar Positive Group (MPG)** is the National Network of People Living with HIV (PLHIV) in Myanmar registered as a local community-led, non-profit, non-government organization affiliated with over one hundred and sixty Self-Help Groups across Myanmar to work for PLHIV individuals and their families over the past sixteen years since our foundation in 2005.

Our mission is to serve our community through sustainable community-led intervention strategies that address the needs and concerns of PLHIV with primary focus on the area of 1. Capacity Building, 2. Networking, 3. Representation, 4. Reducing Stigma and Discriminations and, 5. Advocacy and Building of strong partnership and collaboration with related Government Departments especially the National AIDS Program, various global and regional networks under the Leadership of Elected Area PLHIV Representatives from all the States and Regions of Myanmar as its *Board of Directors* and Guidance of *MPG Advisory Board* through the Secretariat Office and twelve field project offices across the country.

MPG is currently seeking a qualified motivated Myanmar national to apply for the **IT Officer** at **IT Support Unit** of Program Support Department base in Yangon Head Office for leading the **IT Unit** related support services for implementations of Community-led HIV projects including prevention, care and treatment and human rights and legal services activities for Key Populations and PLHIV currently on final grant negotiation stage for 2021-2023.

## **JOB PURPOSE**

The **IT Officer** is the key responsible for fulfilling requirements and priorities to ensure effective & ensure solution of MPG and lead the manage technology services that meet operational requirement. This Position is accountable for the following key responsibilities.

## **ROLE & RESPONSIBILITIES**

### **Essential Role in our MPG**

- To monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure;
- To define IT infrastructure strategy, architecture, and processes;
- To analyze requirements by partnering with all departments across the organization to develop solutions for IT need;
- To design, develop, implement and coordinate systems, policies and procedures, plan, organize, control and evaluate IT and electronic data operations;
- Evaluating the needs of the organization choosing the most suitable software, hardware and other IT requirement such as networking;

### **Implementation, Contribution and Development plan for IT System**

- Implement and test new hardware for improving and upgrading system performance: install any technology upgrades as required;
- Develop & maintain systems and networks, ensuring appropriate data security and access control both **MPG Head Office** and field office issues and enabling users to get maximum benefit to them;
- Contribute to emergency preparedness and contingency planning, providing technical recommendation and monitoring the management risk, so that **MPG** can maintain basic IT service and/or quick respond and deploy resources to affected areas at the onset of a crisis;
- Review IT Standard Operation Procedure (SOP) for consistency with changing environment and adjust/recommend revision to ensure consistency with the changing operation environment;
- Maintain website for **MPG** & her members and ensure the web server, hardware and software are operating accurately;

### **Handling the Data Security and keeping information**

- Organizing data, storing them securely and creating backups;
- Ensuring security of the physical and virtual components of Information Technology such as security of the server rooms and installing virus protection and firewalls;

- Maintain effective partnerships with colleagues and field office partners, to foster information exchange and support to meet their requirements;
- Responsible the internet & computer system policy and procedure for electronic data processing and telecommunication;
- Compile data and facts of feedback from MPG's events and ensure the IT requirement of internal and external events such as workshops, seminars and symposiums;

### **Leading & supporting the associated of Information Technology System**

- Supporting IT for all project and field offices, inclusive of **MPG HQ**;
- Full supporting the Program Support Department and leading the IT team;
- Providing the troubleshooting solutions and ensure that all IT requirement of group are fulfilled;
- Ensure the smooth functioning of all IT infrastructure such as server, network connection, besides hardware and software;
- Provide advice to respective departments/ staff to resolve complex issues, understanding their needs and ensuring IT policies, procedure, system and tools are correctly applied to support them;
- Maintain and monitor the LAN, Network Servers, Wireless LAN, Printers, Switches & NAT routers, backup system etc. to prevent faults occurring and troubleshoot hardware, software and network operation system;
- Work with all department for member database and profiling and support staff with day-to-day IT issue;

### **Documentation & Reporting**

- Documenting and monitoring for all incoming, outgoing IT Equipment & Fixed Assets;
- Draft reports IT activities, investment and costs, identifying trends/issues and proposing solution to increase cost efficiency;
- Responding in a timely manner to service issue and requests;

### **SKILLS AND EXPERIENCES NEEDED**

- Bachelor Degree's in Computer Science, Information Technology or Any Degree with IT related diploma or certificate;
- Has four years or equivalent proven experiences in IT, security of system and latest developments in the field;
- Knowledge in computer system, software, hardware and network;
- Has knowledge of current trends and development in information technology;

- Ability to manage and prioritize multiple tasks in office or field office location;
- Must have technical knowledge software, plus advance excel knowledge;
- Strong attention to details and able to convey information comprehensively;

### **ESSENTIAL SKILLS REQUIRED**

- Maintain Confidentiality, Trustworthiness, Attention to Detail and Accuracy, Problem Solving ability, Decision-Making Skill, Planning & Organizing Skills, Self-motivated, Creative;
- Ability to work under stressful conditions, Excellent Time Management, Multitasking Skills;
- Strong Negotiation Skills, Ability to work in multi-cultural environment with High level of integrity with in depth knowledge of vulnerable community particularly PLHIV and HIV affected communities;

***“ MPG is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, color, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. People Living with HIV are strongly encouraged to apply for this position. ”***

Interest candidate are request to click & enter the below link for application submission process (<https://forms.office.com/Pages/ResponsePage.aspx?id=XmaRkHEuZkazMfwF1n2kC6ckOXcRrK5lgoJx3DVwYKZURU5HUzZaTkoxVUZGQzZQUjIXQjBMRDI4VS4u> ) not later than 5 P.M of 15<sup>th</sup> August 2021 (Sunday).

***Only short-listed candidates will be contacted for personal interview.***

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