



Microfinance in Myanmar since 1997

Pact Global Microfinance Fund

PACT GLOBAL MICROFINANCE FUND VACANCY ANNOUNCEMENT

PACT Global Microfinance Fund (PGMF) is an international non-profit, non-religious, non-political, and non-governmental INGO based in Washington D.C, United States of America, and the largest licensed microfinance organization in Myanmar. PGMF envisions a world where those who are poor and marginalized exercise their voice, build their own solutions, and take ownership over their future. PGMF' approach aims to alleviate long-term poverty through the development of three essential resources-financial, institutional and human capitals and is the foundation of our microfinance methodology.

Pact Global Microfinance Fund is currently seeking motivated, experienced, and dedicated candidates for the position of **ICT Officer (Internal & External Recruit)**.

Title	: ICT Officer (1 Post)
Duty Station	: PGMF, Support Office, Magway North (Magway)
Duration	: 12 months full time initially (including three months-probation)
Reporting to	: Deputy General Manager (ICT), PGMF, Yangon Office

MAJOR ACTIVITIES

Provide ICT services for Pact Global Microfinance Fund in Myanmar; Assist in the achievement of PGMF objectives providing ICT services to Township offices within the division. The ICT Officer (Field Support Office) reports directly to ICT Manager, PGMF.

- To operate, maintain and troubleshoot all ICT related infrastructures which includes but not limited to servers, switches, firewall, satellite networks, LAN, etc.
- To ensure proper functioning of ICT services in the townships by visiting field offices regularly.
- To install, maintain and troubleshoot the client computers and help solve out the ICT related problems of PGMF staffs
- To ensure the software installed on the client computers and procedures to use ICT resources follows the policy and practices under the guidance of PGMF management team
- To ensure activities outlined under the titles “overall duties and responsibilities” and “regular reporting”.
 - To participate in ICT related trainings to PGMF staffs.
 - To participate in ICT product selection process together with procurement team.
 - To participate in ICT related R&D projects
 - To perform other related duties assigned by supervisor.

- To provide monthly analysis reports of the recorded logs for the ICT system such as server logs, back-up logs, network logs, internet logs, etc.
- To provide monthly reports on the status of the ICT system & client computers with OCS Software

Qualifications & Skills

- Degree in Computer/IT/MIS or Any Graduated with IT related experience
- Understanding a framework for good practices of IT Services
- Good Experiences with Networking, A+, router setup and trouble shooting

Interested and qualified candidates are invited to submit their application letter and detail curriculum vitae along with relevant supporting documents, a recently taken passport size photograph, contact details and two referees by addressing to the following contact **not later than 20th August 2021 (Friday)**. **Qualified women candidates are strongly encouraged to apply.**

Address : Pact Global Microfinance Fund, 20th Floor, 192, Kabaraye Pagoda Rood
HAGL Myanmar Centre Tower 2, Bahan Township, Yangon 11201, Myanmar

Contact : (+95)-1-9345990, 9345993

E-mail : teihtwe@pactworld.org