



Myanmar Red Cross Society

Career Opportunities

Position Title	: Assistant IT Officer
No. of Post	: (1) Post
Report to	: IT Officer
Department	: Administration
Duty Station	: Nay Pyi Taw
Grade	: D1
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (11/02/2019), 16:30 pm

Purpose of this position - Assistant IT Officer is responsible for the IT Maintenance & administration work of MRCS' s Nay Pyi Taw NHQ. Frequent travels to Yangon Branch Office and will require extensive coordination work with State/Region branch offices and other project area.

Duties and Responsibilities:

1. Install and configure computer hardware operating systems and applications
2. Troubleshoot system and network problems
3. Diagnose and solve hardware or software faults
4. Monitor and maintain IT equipment , networks
5. Maintain records of software licenses
6. Prepare and submit financial clearances
7. Prepare and submit soft copy and hard copy of daily and weekly data usage reports

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

8. Support the roll-out of new applications
9. Conduct electrical safety checks on computer equipment
10. Manage stocks of equipment, consumables and other supplies
11. Carry out any other tasks assigned by IT officer

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 20 to 45 years**
- **University Graduated**
- **IT Diploma/Certificate in related field(A+ Network)**
- **Minimum 2 years working experience in IT field**
- **Experience in PC hardware, operating systems and applications software, Networking, SOHO router configuration**

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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