Myanmar Red Cross Society

Career Opportunities

Position Title	: IT Officer
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Sittwe
Grade	: D1
Benefit Packages	: Salary + Staff house + Hardship Area Allowance + Insurance +Communication Charges + Travelling Allowance+ Home Return Leave /Annual Leave+ Quarantine Leave + Casual Leave+ Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (12 /03/2020), 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Background: In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, MRCS has initiated Branch Capacity Building Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long-term program. Sittwe, Ponargyun, Kyauk Taw, Maruk Oo, Min Bya and Myae Bon areas are under the management of Sittwe Hub office. MRCS is setting up Operation Management Unit.

"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"

Purpose of the position: This position is within Myanmar Red Cross Society (MRCS) based in Sittwe and to travel program area when frequently.IT officer take responsible for data backup and IT related things for Sittwe and Maungdaw Hub Offices.IT officer need to consult with headquarters IT team and technical repot to headquarter IT Manager though by Hub Manager.

Duties and Responsibilities

I. Major Responsibilities

1. Installing and configuring computer hardware operating systems and applications.
2. Monitoring and Maintaining computer systems and networks.
3. Provide orientation to new users of existing technology.
4. Talking staff or clients through a series of actions, either face to face or over the telephone, to help set up systems or resolve issues.
5. Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
6. iPStar/ ADSL installation and maintenance in branches.
7. Fortinet firewall, Pep wave and pep link device configure, Maintain and troubleshoot.
8. Cisco router and switch configure, maintain and troubleshoot.
9. Knowledge of NAS (Network Attached Storage) device.
10. Replacing parts as required.
11. Providing support, including procedural documentation and relevant reports.
12. Following diagrams and written instructions to repair a fault or set up a system.
13. Supporting the roll-out of new applications.
14. Setting up new user accounts and profiles and dealing with password issues.
15. Prioritising and managing many open cases at one time.
16. Conducting electrical safety checks on computer equipment.
17. Maintaining records of software licenses.
18. Managing stocks of equipment, consumables and other supplies.
19. Keep all bills and vouchers of the expenditures for each activity for financial report, auditing and as project reference.

"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"

II. Reporting

20. Produce regular, timely and accurate narrative progress reports to through Hub Manager and IT Manager of MRCS H.Q.

III. Others

21. To provide support and assistance to Hub Manager to support and implement IT activities successfully.

22. Provide technical support to project staff where necessary.

23. As an MRCS employee be managed by and governed by the rules and regulations of MRCS.

24. Assistant to Hub Manager who will liaise with MRCS H.Q IT Manager for any technical advice, discussions and support for successful completion of MRCS IT related activities.

25. All work-related requests from MRCS staff members will be directed through the MRCS Hub manager to avoid any miscommunication.

26. Frequent travel to project areas will be required.

27. Perform any duty assigned by Hub Manager.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 20 to 40 years old**
- University Graduate or B.C.S.C is more relevant, must have IT Diploma
- Minimum of 2 years of work experience in the IT related (A+ and N+ experiences)
- Good experiences networking and file sharing system
- Experiences of router configuration and troubleshooting
- Knowledge of Database system and web development
- Knowledge of VPN (Visual Private Network), Servers and Domain Controller
- Abide by and work in accordance with the Red Cross and Red Crescent principles
- Proven computer skills (MS Word, Excel, Page Maker, PowerPoint)
- Solution oriented
- Effective communicator with good time management

"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"

- Very good interpersonal and communication and negotiation skill

- Fluency in English is required. Working proficiency of regional languages is an asset is preferable

**Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: mrcshrrecruitment@redcross.org.mm

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botahtaung Township, Yangon. (or)

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

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

"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"