



SEH THEH FOUNDATION

ကဗိုလ်မှူး ဗုဒ္ဓဗျဗိ ဗုဒ္ဓဗျဗိ
ဆယ်သဲ ဖောင်ဒေးရှင်း

Job Vacancy

Date: 12 Jun 2024

Job Title: IT Support & Network Manager (1 position)

Project: System Strengthening

Report to: Deputy Director

Duration: Two years' contract

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: ASAP

Roles and Responsibilities:

- Network Management:
- Work on a full-time basis.
- Must fully attend monthly and quarterly meeting called by mother organization and monitoring and evaluation, planning and coordination meetings organized by partner organization.
- Design, implement, and manage the organization's network infrastructure.
- Ensure network security and connectivity.
- Monitor network performance and troubleshoot issues.
- Maintain and update network hardware and software.

2. IT Support:

- Lead the IT support team to provide timely and effective technical support to staff.
- Respond to and resolve help desk requests.
- Conduct regular system audits and maintenance.
- Monitor and maintain the performance of all IT systems, including servers, networks, and software applications.
- Evaluate new technologies and recommend solutions that can improve the organization's operations.
- Provide training and support to employees on the use of organization technology resources.
- Develop and implement IT policies and procedures that ensure the proper use and security of organization technology resources.

3. System Administration:

- Manage server infrastructure, including installation, configuration, and maintenance.
- Oversee the organization's data backup and disaster recovery plans.
- Ensure software licensing compliance and update software as necessary.
- Implement and enforce IT policies and procedures.

4. Project Management:

- Plan and execute IT projects, including system upgrades and new installations.
- Collaborate with other departments to understand their IT needs and provide appropriate solutions.
- Manage vendor relationships and coordinate with third-party service providers.

5. Security Management:

- Develop and enforce security policies to protect the organization's IT assets.
- Monitor and respond to security incidents and threats.
- Keep abreast of new security trends and technologies.
- Provide training and support to employees on the use of organization technology resources.
- Ensure compliance with regulatory requirements related to IT and data management.
- Be responsible for administrating both office and project owned property, including maintenance of office and facilities.
- Perform other related duties, as required by STF, for the purpose of achieving organization's goal.

Qualifications and Skills

- Bachelor or diploma's degree in Information Technology, Computer Science, or related field.
- Minimum of 2 years of experience in IT support and network management.
- Employees who are contractually committed to work at STF are responsible for following the termination policy if they wish to terminate their contract.
- Must be able to cooperate with STF organization employees and other partner organization employees. (Good Team Player)
- Must be able to work under pressure in order to complete the work according to the deadlines.
- Ability to lift and move IT equipment as necessary.
- Proficiency in server management and virtualization technologies.
- Experience with network security practices and tools.
- Excellent problem-solving and troubleshooting skills.
- Strong leadership and team management abilities.
- Good communication and interpersonal skills.
- Must be able to work independently with his own conscience and minimal guidance from his supervisor.

