The Myanmar Council of Churches (MCC) is registered as a religious organization and Ecclesiastical national ecumenical fellowship of various denominational Churches. MCC is dedicated to fighting malaria in Myanmar through a community-based approach. Since 2002, the Community-Based Malaria Prevention and Control Project (CBMPCP) has empowered volunteers to test, treat, and track malaria cases in remote villages across Chin, Kachin, and Sagaing regions. We leverage technology to maximize the impact of our volunteers and achieve our goal of malaria elimination.

Join us as an Information Technology Assistant!

### DETAIL INFORMATION

<table>
<thead>
<tr>
<th>TITLE – Information Technology Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project</strong></td>
</tr>
<tr>
<td><strong>Employment Status</strong></td>
</tr>
<tr>
<td><strong>Number of Position</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Report to</strong></td>
</tr>
<tr>
<td><strong>Reporting to this position</strong></td>
</tr>
<tr>
<td><strong>Application Deadline</strong></td>
</tr>
<tr>
<td><strong>Preference</strong></td>
</tr>
</tbody>
</table>

**JOB SUMMARY**

In this crucial role, you'll play a vital part in ensuring the smooth operation of MCC's IT systems. You'll work closely with our team to support our technology needs in Yangon, Myanmar, while contributing to our mission of eliminating malaria.

**DUTIES AND RESPONSIBILITIES**

**Technical Support:**
- Provide first-line IT support to staff, and field teams, troubleshooting hardware, software, and network issues.
- Install, configure, and maintain IT systems and equipment.
- Respond promptly and efficiently to user inquiries and requests.

**Microsoft 365 Administration:**
- Manage user accounts, licenses, and permissions for Microsoft 365 applications.
- Configure and maintain Exchange Online, OneDrive, SharePoint, and other Microsoft 365 services.
- Ensure data security and compliance with relevant regulations.

**Database Management:**
- Assist monitoring and evaluation officer (MEO) in designing, developing, and maintaining the databases to efficiently store and organize collected by township activity managers.
- Create queries, forms, and reports to extract and analyze data.
- Support health information management team on using and maintaining the databases.

**Additional Responsibilities:**
- Advise on IT procurement, product upkeep, and license renewals.
- Participate in IT initiatives and stay up-to-date on new technologies.
- Collaborate with other departments to ensure seamless technology integration.
- Provide training and support to users on new technologies.
Qualifications:

- **Education:** Bachelor’s degree in Information Technology, Computer Science, or other related field or equivalent experience.

- **Experience:**
  - Minimum 1-2 years of experience in a technical support role.
  - Experience working with Microsoft 365, including Exchange Online, OneDrive, and SharePoint (preferred).
  - Experience managing and maintaining Microsoft Access databases (preferred).

- **Skills and Competencies:**
  - Strong technical skills in troubleshooting hardware, software, and networks.
  - Proficient in Microsoft 365 administration and database management.
  - Excellent communication, interpersonal, and problem-solving skills.
  - Ability to work independently and collaboratively in a resource-constrained environment.
  - Strong adaptability and learning skills.
  - Commitment to MCC’s mission and values.

- **Certifications (preferred):** A+ certification or equivalent, Microsoft 365 Certified Administrator certification.

Benefits:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and purpose-driven environment.
- Make a real difference in the fight against malaria.
- Work with a collaborative and supportive team.

**PROTECTION FROM SEXUAL ABUSE AND EXPLOITATION (PSEA)**

The Myanmar Council of Churches (MCC) has a zero-tolerance policy for Sexual Exploitation and Abuse (SEA). We are committed to providing a safe and secure environment for all our beneficiaries. All staff are required to uphold our Code of Conduct, which enshrines PSEA principles, both on and off duty. Familiarization with and adherence to this code, along with mandatory training, are essential requirements for all staff.

**APPLICATION INSTRUCTIONS**

All interested candidates who met with the qualifications are requested to submit the applications in English and the applications must include:

- A cover letter expressing the motivation to work for the specific position
- A curriculum vitae of not more than 3 pages
- Contact details of 3 references

The applications should be submitted to

Myanmar Council of Churches – Community Based Malaria Elimination Project
No. 601, Pyay Road, University P.O., 11041, Kamayut Township, Yangon, Myanmar

Apply Online Here

Your application must be titled “IT Assistant-Yangon” that you wish to apply and submitted no later than 11th Mar, 2024 (by 5:00 pm). Only shortlisted candidates will be contacted.

**Remarks:**

- Please disclose any blood/marriage relationships with existing MCC employees in your application.
- Applications missing the required title, location, or disclosure of relationships will not be considered.
- We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, color, gender, sexual orientation, age, marital status, and disability status.