



Career with BRAC Myanmar

BRAC is an international development organisation working in different countries in Asia and Africa dedicated to alleviating poverty by empowering the poor and helping them to bring about positive changes in their lives by creating opportunities. Our mission is to empower people and communities in situations of poverty, illiteracy and diseases. Our interventions aim to achieve large scale, positive changes through economic and social programmes that enable women and men to realise their potential. In Myanmar BRAC is offering pro-rural and pro-poor services since 2014 with its holistic development model through its 700+ workforce in 85 branch offices in Yangon, Bago, Mandalay, Sagaing regions, Mon, Shan, and Kayin states and Union area Nay Pyi Taw. Through the microfinance plus approach BRAC here offers the opportunity for the people living in poverty specially women to have access to sustainable financial services with the aim to implement other development intervention in agriculture, healthcare and education. For details, <http://www.brac.net.net/myanmar>

Position Title: Senior IT Officer 1Post
Job Location: Yangon Country Head Office
Report to: Head of IT
Application deadline: 24th Mar 2025

Key Responsibilities:

- Provide technical support to reconcile the data, overall management with various.
- counterparts for data resources, analysis, and oversight of all programme operations data.
- Work with application systems to track and manage Change requests, user issues, and ad-hoc/regular data reporting. Provide the IT related training upon business needs
- Maintain inventory control, hardware maintenance, infrastructure, cyber security protection, local network, CCTV, fingerprint, application support.
- Undertake other tasks as reasonably required by the IT Head and/or IT Manager.

Additional Responsibilities:

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Adapt and support to achieve BRAC mission in terms of the social performance management objectives as well as the financial performance through its high valued workforce.



Competencies Requirements:

- A bachelor's degree is required.
- At least 3 to 5 years' experience in the related role preferable in Microfinance/ Financial Services industry.
- Willing to travel to various operating areas (compulsory required).
- Proficient in MS Office, Google Suites and related Tools, infrastructure, cyber security, and management information system.
- Good knowledge, experience and understanding to support the Digital Field Application (DFA) across the country wise.
- Demonstrated understanding of IT Management and Change Management.
- Good Social Relationships and Communication skills at all levels.

BRAC believes every one of its employees, suppliers, downstream partners, visitors, clients and community including children, youth and vulnerable adults that come into contact regardless of age, race, religion, gender, disability or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation. We guarantee assessment of candidates with disabilities who meet the essential requirements. **We are proud to be an equal opportunity employer** and will do everything possible to ensure that those who are suitable to work within our values and beliefs are recruited to work for us. Any personal persuasion will result in disqualification of candidature.

If you feel that you are the right match for the position, **please send an application to:**

Email: recruitment.myanmar@brac.net by mentioning **the application for Senior IT Officer** position or hard copy can be delivered to: Human Resources Department, BRAC Myanmar, # No.17, Pyi Thar Yar Housing, Street p1,15 Ward, Yankin Township, Yangon, Phone: 01-8603578