Plan International Myanmar
Job Advertisement for ICT Assistant

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts.

In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

Position	: ICT Assistant
Report to	: Operations Manager
Number of Position	: 1 Position
Location	: Sittwe, Rakhine State
Assignment Type	: 3 months contract with possible extension
Application Closing Date	: 30th March 2025, 5:00 PM
Travel Percentage	: 20%

Job purpose:

The ICT assistant main role is to support in all of related ICT matters to a respective PU field area. ICT Assistant is responsible in minimum ICT standard of Local and Plan corporate system to be able to assist to ICT Manager from Country Office. He/she is guided by the ICT manager to ensure assist for ICT issues and provide necessaries inputs and documentations.

Dimension of the Role:

- This position reports to the Operations Manager of Sittwe PU and receives technical support from the ICT Manager from Yangon Country Office.
- To ensure appropriate IT facilities in all offices, the maintenance of all hardware and software operating systems/applications, training staff as required and development of program materials.

Key Responsibilities

- Maintaining log book for server and network events and incidents.
- Assist daily smooth operation of IT in the country office including all PU offices.
- Maintain all hardware /software systems and upgrade issues in needs.
- Set up office equipment, e.g. projectors, printers, photocopiers, CCTV, Video conferencing, PABX and fax machines, digital cameras, etc. for office use and as necessary for meetings, etc
- Prepare monitoring and planning reports
- Monitoring and handling payments of expenses/small purchase for IT materials.
- Solve hardware and software troubleshooting in all PLAN's PU offices.

- Manage Local Area Network (LAN) and data back-up systems; to include; information storage, virus protection, security and power supply.
- Communicate and coordinate IT issues with partners and Country office as required
- Other tasks as assigned by Line Manager

Safeguarding and PSHEA
- Ensure the delivery MERL activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Designing and Delivering Safe Programmes, Influencing and Research Work. This includes conducting risk assessments and implementing safeguarding and ethical protocols
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

Qualifications, Skills & Experience:
- Three year professional working experience in information technology field.
- Relevant degree/diploma in ICT fields
- Certified in Microsoft server and other ICT professional
- Professional working experience with international organizations preferable
- Commitment to and understandings of PLAN Myanmar's aims, values and principles
- Good knowledge in SAP (ERP) application online system
- Good experiences on CISCO platform and Windows AD services
- Good experiences in Microsoft office 2016,2019 outlook and MS 365 working environment
- Develops and encourages new and innovative solutions
- Wireless technology and configuration on routers and access points.
- Proven team working ability and training skills.
- Strong communications skills, including proficient English language ability.

How to apply:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV (Education Background and Training information) and details of three referees via e-mail only to: Myanmar.CO@plan-international.org. Late applications will not be considered.

Subject line for application: "**ICT Assistant_ Sittwe**".

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.