



**VACANCY ANNOUNCEMENT**  
**(vacancy announcement number – 018)**

<b>Position Title</b>	<b>:</b>	<b>IT Officer</b>
<b>Report To</b>	<b>:</b>	<b>Deputy Head of Program Support, Program Support Department</b>
<b>Liaise with</b>	<b>:</b>	<b>Program Operations, Finance, Grants and Partnership Department</b>
<b>Duty Station</b>	<b>:</b>	<b>Head Office, Yangon</b>
<b>Contract Type</b>	<b>:</b>	<b>Project-Base Yearly Staff Contract</b>
<b>Project Duration</b>	<b>:</b>	<b>1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024 with possible extension</b>
<b>Application Period</b>	<b>:</b>	<b>24<sup>th</sup> April 2024 to 1<sup>st</sup> May 2024</b>
<b>Benefits and Allowances</b>	<b>:</b>	<b>Salary + Attractive Employee Compensation Packages (13<sup>th</sup> Month Service Gratuity + Health Care Insurance &amp; Benefits + All Public Holidays &amp; Paid Leaves + Travel &amp; Communications Allowances)</b>

**Myanmar Positive Group (MPG)** is the largest National Network of People Living with HIV (PLHIV) in Myanmar registered as a local community-led, non-profit, community-based organization affiliated with over one hundred and sixty Self-Help Groups across Myanmar to work for PLHIV individuals, Key affected Populations (KPs) and their families over the past eighteen years since our foundation in 2005.

Our mission is to represent and serve our community through sustainable community-led intervention strategies that address the needs and concerns of PLHIV and KPs with primary focus on the area of 1) Capacity Building, 2) Networking, 3) Representation, 4) Reduction of Stigma and Discriminations, 5) HIV Service Provision including Emergency Response activities and, 6) Advocacy and Building of Strong Partnership and collaboration with different Key Stakeholders in National AIDS Responses, various global and regional networks under the Leadership of Elected Area PLHIV Representatives from all the States and Regions of Myanmar as its Board of Representatives and Guidance of MPG Advisory Committee through its Secretariat Office and Head Office in Yangon, twelve field operations offices and one clinics across the country.

MPG is currently seeking a qualified motivated Myanmar national to apply for **IT Officer** at Program Support Department to implement Community -led HIV, COVID-19 and other essential health care service provision including prevention, care and treatment, human rights, gender, legal aids supports and emergency response services across Myanmar through support of different donors and funder during 2024 – 2026.

## **Job Purpose**

The **IT Officer** is the key responsible for fulfilling requirements and priorities to ensure effective & ensure solution of MPG and lead the manage technology services that meet operational requirement. This Position is accountable for the following key responsibilities.

## **ROLE & RESPONSIBILITIES**

### **Essential Role in our MPG**

- To monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure;
- To define IT infrastructure strategy, architecture, and processes;
- To analyze requirements by partnering with all departments across the organization to develop solutions for IT need;
- To design, develop, implement and coordinate systems, policies and procedures, plan, organize, control and evaluate IT and electronic data operations;
- Evaluating the needs of the organization choosing the most suitable software, hardware and other IT requirement such as networking;

### **Implementation, Contribution and Development plan for IT System**

- Implement and test new hardware for improving and upgrading system performance: install any technology upgrades as required;
- Develop & maintain systems and networks, ensuring appropriate data security and access control both MPG Head Office and field office issues and enabling users to get maximum benefit to them;
- Contribute to emergency preparedness and contingency planning, providing technical recommendation and monitoring the management risk, so that MPG can maintain basic IT service and/or quick respond and deploy resources to affected areas at the onset of a crisis;
- Review IT Standard Operation Procedure (SOP) for consistency with changing environment and adjust/recommend revision to ensure consistency with the changing operation environment;
- Maintain website for MPG & her members and ensure the web server, hardware and software are operating accurately;

### **Handling the Data Security and keeping information**

- Organizing data, storing them securely and creating backups;
- Ensuring security of the physical and virtual components of Information Technology such as security of the server rooms and installing virus protection and firewalls;
- Maintain effective partnerships with colleagues and field office partners, to foster information exchange and support to meet their requirements;
- Responsible the internet & computer system policy and procedure for electronic data processing and telecommunication;
- Compile data and facts of feedback from MPG's events and ensure the IT requirement of internal and external events such as workshops, seminars and symposiums;

## **Leading & supporting the associated of Information Technology System**

- Supporting IT for all project and field offices, inclusive of MPG HQ;
- Full supporting the Program Support Department and leading the IT team;
- Providing the troubleshooting solutions and ensure that all IT requirement of group are fulfilled;
- Ensure the smooth functioning of all IT infrastructure such as server, network connection, besides hardware and software;
- Provide advice to respective departments/ staff to resolve complex issues, understanding their needs and ensuring IT policies, procedure, system and tools are correctly applied to support them;
- Maintain and monitor the LAN, Network Servers, Wireless LAN, Printers, Switches & NAT routers, backup system etc. to prevent faults occurring and troubleshoot hardware, software and network operation system;
- Work with all department for member database and profiling and support staff with day-to-day IT issue;

## **Documentation & Reporting**

- Documenting and monitoring for all incoming, outgoing IT Equipment & Fixed Assets;
- Draft reports IT activities, investment and costs, identifying trends/issues and proposing solution to increase cost efficiency;
- Responding in a timely manner to service issue and requests;

## **SKILLS AND EXPERIENCES NEEDED**

- Bachelor Degree's in Computer Science, Information Technology or Any Degree with IT related diploma or certificate;
- Has four years or equivalent proven experiences in IT, security of system and latest developments in the field;
- Knowledge in computer system, software, hardware and network;
- Has knowledge of current trends and development in information technology;
- Ability to manage and prioritize multiple tasks in office or field office location;
- Must have technical knowledge software, plus advance excel knowledge;
- Strong attention to details and able to convey information comprehensively

## **ESSENTIAL SKILLS REQUIRE**

- Strong Planning and Organizing Skills, Service Oriented, Planning & Organizing Skills, Self-motivated, Passionate, Creative, Ability to work under stressful conditions;
- Strong Negotiation Skills, Relationship Building, Leadership Skills with strong Team spirits;
- Ability to work in multi-cultural environment with High level of integrity with in depth knowledge of vulnerable community particularly PLHIV and HIV affected communities;

***“MPG is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, color, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. People Living with HIV are strongly encouraged to apply for this position. ”***

Interested candidates are requested to enter the below link or scan the QR code by filling necessary information for the application submission process not later than the 5:00 PM of 1<sup>st</sup> May 2024 ( Wednesday).

[Click Here for Job Application Submission for this position !](#)



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

**Myanmar Positive Group, Head Office**

No. F6, Thandwe Street, Mya Kan Thar Villa, 14Ward ,Hlaing Township , Yangon , Myanmar

If you have anything to know associate this position, please contact to [hrd@myanmarpositivegroup.org](mailto:hrd@myanmarpositivegroup.org)  
OR (HP +95 9 78761 3048, + 95 9 7656 39775) within Office hour (Monday to Friday).

MPG has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours).

