



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 037- 2025

17 June 2025

Lan Pya Kyel Association (“LPK”) is a non-profit, non-political and non-sectarian organization. It is local organization in Myanmar. LPK is currently providing full comprehensive package of HIV prevention and treatment to vulnerable populations particularly, sex workers and men who have sex with men and Transgender Women. Organization has been implementing HIV and related programs throughout the country for the past 20 years with the name of “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

Job Title	: ICT Officer
Office	: Lan Pya Kyel Headquarter (Yangon)
Report to	: Program Support Manager
Contract Term	: Fixed term contract based on project period

JOB SUMMARY:

ICT Officer will be responsible for supporting and maintaining the organization’s ICT infrastructure, systems and services. This includes ensuring the optimal performance of hardware, software and networks, as well as the installation, relocation and troubleshooting of computers and other ICT related equipment in LPK offices. He/She implements common ICT management systems and strategies, provides daily technical and support services to users, information management tools and technology infrastructure ensuring smooth functioning of LPK’s Common premises in ICT relevant areas. He/She works in close collaboration with coordination and field offices located in project field offices for resolving complex ICT-related issues.

DUTIES & RESPONSIBILITIES:

1. Technical Support:

- Support to troubleshooting and monitoring of network problems.
- Provide immediate response to user’s needs and questions regarding network access.
- Support mobile users; Installation of desktop and mobile computer/ device hardware and software:
- Set-up and installation of I-response using for identification and prevention of overlapping in using among clients and LPK field offices;
- Ensure the electrical safety checks are conducted regularly for all IT equipment.
- Contribution to development or use of the latest innovative ICT approaches for high impact results for common business effectively and in a timely manner (such as facilitating various meetings and conferences between offices remotely located from each other, improved common office management system, common information sharing platform, common email groups, electronic registry, etc) as required.
- Supports full implementation of ICT strategies and introduction/implementation of new technologies/approaches as required.

2. System Administration:

- Administration of MS Windows Server/ Active Directory.
- FortiGate Firewall Configuration and Troubleshooting.
- Ensure the servers, workstations, and network devices are functioning well.
- Perform routine system monitoring, patching, and backups and inform supervisors if any issue.
- Carry out in setting up user accounts, activate, deactivate, permissions, and access control in collaboration with respective staff member and line manager.
- Ensuring smooth functioning of common printing/photocopying services throughout the common premises, printer and copier.

Lan Pya Kyel Association □ Address: No (215/ A), Sat Hmu (3) Street, Myittar Nyunt Ward, Tamwe Township, Yangon, Myanmar.

□ Postal Code: 11211 □ Telephone: +959 250168734, +959 261040440 □ Fax: +951 9558658 □ Website: www.lanpyakyel.org



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- Provide inputs to elaboration of internal policies and procedures on the use of common ICT system, manual and procedures.

3. Network & Infrastructure:

- Maintain the Local Area Network (LAN) systems to ensure that Network Operating, Installation and configuration.
- Configure and maintain routers, switches, firewalls, and wireless access points.
- Monitor network performance and troubleshoot connectivity issues.
- Ensure that the LPK asset and network resources are protected from malicious virus attacks and deploy countermeasures in the event of the attacks.
- Support to smooth operation of network utility procedures defining network users and security attributes establishing directories, drive-mappings, configuring network printers and providing user access.
- Maintenance of Virus Definition and update for all network servers.

4. Data Security & Backup:

- Maintain technical documentation, user manuals, and system records.
- Contributes to maintenance of measures in place for business continuity and disaster recover processes and procedures including backup and restoration of both server and local storage facilities.
- Serve as a focal person and ensure security of data, network access, and backup systems are placed systematically.
- Enforce IT policies, update based on the up-to-date information including antivirus and firewall protocols.
- Perform regular backups, storage of backups and ensure data recovery systems are functioning properly.
- Support to implementation of backup and restoration procedures for local drives and inform respective staff member if any suspected issue to prevent the risks.
- Serves as the focal point for the alternate power supply/backup, inverter making sure that it is functional; maintained and repaired on regular basis.
- Assist in setting up a shared folder, shared access and drives and ensuring in keeping documentation in up-to-date, proper filing and regular updating of reports, papers, soft filings of each unit.

5. Technical Support for Procurement:

- Assist in the procurement of ICT equipment and software and in evaluation of technical requests for ICT equipment purchase.
- Evaluate new technologies and provide recommendations for improvements.
- Monitor the expiry of soft/hard wares and ensure the renewal or purchase process is completed in time.
- Submit the necessary request forms, technical justification, inputs for smooth process and compliance.
- Provide assistance in procurement of new hardware and software for operation, technical specifications and information on best options in both local and international markets, review of quotations and bids.
- Maintenance of the ICT inventory and stock of supplies and spare parts in cooperation with Procurement Unit.

6. Knowledge sharing:

- Ensure facilitation of knowledge building and knowledge sharing with staffs and induction for ICT usage and technical knowledge are completed timely for new employees or not.
- Conduct periodic ICT awareness sessions, ICT systems, applications, security protocols and training for staff who needs on ICT issues.
- Responsible for sharing regular update on application, software, virus and dons and don't to mitigate the potential risks.



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- Identification and promotion of different systems and applications for optimal content management, knowledge management and sharing, information provision.
- Synthesis of lessons learned and share best practices in ICT to all staffs.

7. Report

- Prepare the weekly report and update on any ICT related issues or matters and submit to supervisor within a deadline.
- Prepare the month report that should cover various aspects on work accomplishment, pending, progress, challenges, impact, potential risks and recommendation and submit supervisor in a timely manner.
- Submit report immediately for any emergency or data security or any loss or damage of technical parts or equipment or supplies.

QUALIFICATIONS

- Must have a Bachelor degree of Computer Science, Technology, Information System, or any bachelor degree plus a degree of Information technology and computer science management.
- Must have 5 years' experience in relevant field in similar position.
- Excellent understanding of MS Windows Platform, Server, Data management and hardware issues.
- Excellent in computers and networking, trouble shooting for both hard and software.
- Must have timeliness, integrity and professionalism.
- Good in English for written and verbal.
- Excellent presentation, communication and negotiation skills.
- Be accountable, proactive, adaptable and able to work under pressure.

If you are interested in the position to apply, please submit your Application Letter, Curriculum Vitae, Copies of Education Certificate, National ID Copy and three referees including your last employer through the link below or send to the following address not later than **30 June 2025 (Monday)**.

Lan Pya Kyel Office: No. (215-A), Set Hmu 3rd Street, Myittar Nyunt Ward, Tarmwe Township, Yangon
09 969906289, 09 250168734

Apply Link : <https://smrtr.io/rW8Wq>

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

At Lan Pya Kyel, we believe in the value of diversity and are proud to be an equal opportunity employer. We invite applications from individuals of all backgrounds and experiences, including those of any race, ethnicity, religion, age, gender, sexual orientation, or disability. Lan Pya Kyel is committed to maintaining a workplace free from fraud, corruption, sexual exploitation, harassment, and abuse. Our employees are expected to adhere to the highest standards of integrity and professionalism, as outlined in the Code of Conduct.

“Lan Pya Kyel internal staff are encouraged to apply, and will be given equal treatment to external candidates”