

Habitat for Humanity Cambodia

Job Description

Name of Position	IT Officer
Job Grade/Class	05-ADM
Current Holder	Vacant
Based at (Location)	Phnom Penh, with required travel to project site in Siem Reap and Battambang
Reports To	HR and Admin Manager
Direct Subordinates	N/A
Assets under Control	To be specified

Core Functions IT Officer will monitor and maintain the computer systems and networks of Habitat for Humanity Cambodia. He/she installs and configures computer systems, diagnose hardware/software faults and solve technical problems, either over the phone or face-to-face.

- Main Tasks**
1. Manage, maintain, and support Habitat's IT equipment and collaborate with local service and equipment providers. The equipment can include laptops, printers, scanners, copiers, servers, UPSs, wireless and any other IT equipment Habitat Cambodia acquires.
 2. Assist and support Habitat staff in the use of IT equipment Running network applications to support systems and users.
 3. Replacing parts as required.
 4. Ensure the security of and limited access to confidential data as required Habitat Policy.
 5. Make sure individual staff back up their data proper and regular
 6. Updating of inventory for all IT equipment Hardware/Software/Licenses and other types of documentation
 7. Create email address for new user, setting up and communicate any email issue with email hosting company.
 8. Rapidly establishing a good working relationship with other professionals (e.g., contract businesses) in order to make necessary repairs.
 9. Testing and evaluating new technology

- Authorities and Authority Limits**
1. Authorized to manage all IT inventory

- Deliverables/ Performance Measurement Indicators**
1. Uphold Habitat for Humanity Vision, Mission Statement and Mission Principles.
 2. Ensure effectiveness of responding to computer and other devices maintenance.
 3. Ensure properly apply the related HFH Cambodia's policies such as IT policy, Standard of Excellence, personnel standards, financial manual and delegation of authority level etc.

4. Ensure properly and clear computer and other office devices stock and inventory.
5. Develop and maintain good relationship with other staff.

Skills/Attribute and Experience

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. Bachelor degree in Computer Science or equivalent
3. MS-DOS, Windows 2000 Professional, Windows 2003/2008 Server, Windows XP/8.
4. Microsoft Office 2003-2013-2016, Veritas Backup Exec, ARCserve, Symantec Ghost and Symantec Anti-virus/Hiren boot
5. TCP/IP, DHCP, DNS, SMTP, POP3, Web browsing clients, FTP clients, E-mail clients, DC, ISA Proxy/Internet
6. PC Repair and troubleshooting: Lenovo, Dell, and Compaq hardware
7. Good English speaking and writing skills. Good communication and presentation skills.
8. Computer proficient in Ms. Word, Excel, Spreadsheet, PowerPoint, Outlook and the Internet.
9. Willing to work to travel to other field offices

Supervisor (signature/name): _____

Date: _____

Incumbent (signature/name): _____

Date: _____