



JOB ANNOUNCEMENT

Habitat for Humanity International in Cambodia, a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFHI Cambodia has assisted over 22,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. We are currently seeking a qualified candidate to fill in the position of **IT Officer** based in **Phnom Penh** with some travel to two province bases, Battambang and Siem Reap.

Job Responsibilities:

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 properly and regularly .
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.

Job Requirements:

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, ARC serve, 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

How to Apply:

Interested candidates should apply with a completed **Application Form**, **updated CV** and **Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail: job@habitatcambodia.org by **16 December 2018**.

Female and person with disability are strongly encouraged to apply.