



## ASEAN REGIONAL MINE ACTION CENTER

### TERMS OF REFERENCE

#### Position Description

<b>Country:</b>	Cambodia
<b>Office Location:</b>	ASEAN Regional Mine Action Center Permanent Secretariat
<b>Position Title:</b>	IT Assistant
<b>Reporting to:</b>	Technical Officer—Corporate Affairs
<b>Responsible for:</b>	Providing IT technical support on developing, update and maintaining ARMAC's website and networking including internet, CCTV, and other IT equipment.

#### Job Purpose

The purpose of this position is to provide IT technical supports to the ARMAC Permanent Secretariat including web design and maintenance, networking (internet, PABX, CCTV, printer...), maintenance of IT equipment software and hardware and design support during the publication process.

#### Key Tasks and Responsibilities

- Maintain and update ARMAC's website and other social networks as required.
- Work with Technical Officer (TO) and other senior member(s) to write and edit website content including layout and features.
- Responsible for technical maintenance computer/ printer/ photocopier/PABX/ CCTV system/Modem/Router, sound system and other IT equipment.
- Provide IT technical recommendation on purchase of IT material and equipment.
- Assist TO in printing and publishing periodical newsletter/IEC material including designing logo, theme, backdrop, and developing the content.
- Install/set up printer and computer window/applications/software as required.

- Ensure functionality of internet and network including problem shooting on email and outlook error/ emailware.
- Ensure date (server) and network security as well as files and email back up.
- While being responsible for all superficial technical maintenance/service as mentioned above, assist in obtaining professionally technical maintenance/services from outside technician/service provider as required.
- Other work related duties and responsibilities that may be reasonably assigned by his/her line manager.

## Qualifications

<b>Education:</b>	Required	Preferred
Bachelor degree of Computer Science or relevant field	✓	
Professional qualification in web design, networking or equivalence experience	✓	
Good command of English (Reading, Writing, Speaking and Listening)	✓	
<b>Experience:</b>		
Minimum of 2-year experience in web design/networking	✓	
Previous experiences with Government, NGOs or IOs.		✓
Experience with developing/modifying applications		✓
Experience with Java script, HTML, PHP, WordPress, LAN and WAN		✓
<b>Skills:</b>		
Computer skills (Web/Network)	✓	
Publisher, Adobe Photoshop or Adobe Illustration		✓
Software installation, small IT equipment repairs, network support	✓	

Good team player	✓	
<b>Competencies:</b>		
Polite and honest attitudes.		
Knowledge and understanding of cyber laws and regulation.		
Willingness to work with flexible time.		
Ability to work under pressure.		