



Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

Our vision

A world where everyone has a decent place to live.

Our mission

Seeking to put God’s love into action Habitat for Humanity brings people together to build homes, communities and hope.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

We are looking for an experienced candidate to fill our position of Permanent Part-time IT Officer who value flexible working time.

We recommend interested & qualified candidate to send your comprehensive CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.

Position Title	IT Officer	Work Location	HCM City	Job status	Permanent Part-time
Report to	HR & Admin Manager			Supervise	Nil

Job Summary:

Self-leading in identify & provide IT solutions to ensure IT operation of users are smoothly running and the organization’s data are properly & adequately secured in compliance with global/regional IT policies

Main Responsibilities:

1. Conduct installation of IT equipment & provide technical assistance and guideline to computer users of HFHV to ensure effective usage and fully compliance to HFHI license policy
 - a. *Oversee the daily performance of computer systems*
 - b. *Answer user inquiries regarding computer software or hardware operation to resolve problems*
 - c. *Observe system functioning to verify correct operations and detect errors*
 - d. *Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software*

- e. *Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications*
 - f. *Set up license management tool and periodically check un-licensed software in HFHV laptops & computers*
2. Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.
 - a. *Back up network data*
 - b. *Configure security settings or access permissions for groups or individuals*
 - c. *Identify the causes of networking problems and implement or propose solutions to solve problems in a timely manner*
 - d. *Maintain or update configuration of servers in 3 offices of HCMC, HN, and Quangnam to ensure smooth running/access to those servers in all the time*
 3. Data Management:
 - a. *Plan, conduct and apply various approaches to ensure data are periodically backed up or saved on HFHV's server*
 - b. *Structure and update data tree to ensure easily access and retrieve data*
 - c. *Follow up and ensure website domain is continuously maintained and updated*
 - d. *Follow up anti-virus software update at individual computer/laptop*
 - e. *Conduct risk assessment & propose solutions to ensure important data of HFHV are double protected for business continuity*
 - f. *Under instruction from Country Director, set users' permission to access data on server*
 4. Provide on demand helpdesk services to staff in Hochiminh city office and to Hanoi & Quangnam offices through Team-viewer/remote tools
 5. Work with suppliers for anti-virus license, email server, website hosting to ensure continuous update and running. Make payment of service to those suppliers
 6. Deliver IT policies/regulations awareness training and regularly conduct refreshing to all staff
 7. Manage Office 365 transition & management, sharepoint etc.
 8. Other IT tasks: Support marketing and project staff on technical issues to ensure needed information timely on the Website

Job Requirements

- At least College Degree in IT, Minimal 2 years of experience in helpdesk and server-client operation
- Computer proficiency in MS Office and window environment
- Good analytical thinking and time management
- Proficient English in verbal and writing to communicate IT issues with Regional Office and/or Headquarter
- Customer service oriented, and effective communication skills
- High sense of confidentiality and tasks ownership
- Self-development and continuous learning