



Save the Children in Vietnam (SC) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention; Care and support; Education; Child protection; Child-focused emergency preparedness and response; Child rights agenda, including Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice.

Vacancy: Senior IT Officer

Based in Hanoi

Starting from USD 11,718 (annual gross salary)

We are looking for a qualified Vietnamese National for the position of Senior IT Officer. This is a member of Administration Department. The position is initially offered for 2 years, with possible extension.

Main Responsibilities

To establish, develop and maintain effective and secure IT and telecommunications applications, equipment, systems and networks as required by Vietnam country programme, including technical and user support, troubleshooting and network administration, for Hanoi office and field sub-office locations.

PERSON SPECIFICATION

1. Professional Experiences/Knowledge

Essential

- Significant working experience in a similar position.
- Proven knowledge of hardware maintenance and ability to solve simple hardware problems; this includes set-up and management of network devices e.g. printers, scanners, etc.
- Solid experience in maintaining, trouble-shooting and administering a Microsoft Windows-based (local area) network (and servers).
- Extensive working experience with anti-virus software for workstations (and servers).
- Advanced knowledge of Microsoft Windows operating systems, including XP and Windows 2003, and Microsoft Office applications (Word, Excel, PowerPoint, etc.).
- Thorough understanding and working knowledge of Microsoft Outlook and email-related products and concepts.
- Good working knowledge with Microsoft Exchange Server, Windows Server and domain system configuration.

Desirable

- Microsoft, Cisco or related industry-recognised certifications are a distinct advantage.
- A university degree in computer science or diploma in IT or equivalent qualification is desirable.
- Experience of managing contractual relationships with external suppliers.
- Experience of implementing and/or developing IT policies.
- Working knowledge of LAN infrastructures (routers, switches, firewalls, satellite communications, broadband, wireless).
- Knowledge of latest trends, practices, products and techniques in IT systems and service delivery, and ability to introduce these developments into an organisation to improve efficiency.
- Some experience of working in a development organisation/NGO is desirable.

2. Language Skills (Essential)

- Excellent written and spoken Vietnamese is essential.
- Good English, including speaking, writing and reading.

3. Personal Characteristics (Essential)

- Excellent interpersonal skills to work with Save the Children staff of diverse skill levels and positions, and external suppliers.
- Excellent communication skills - both oral and written - to provide both effective technical support and enthusiastically promote IT ideas clearly in non-technical language to staff at various levels.
- Flexible and organised with good time management skills, able to deal effectively with reactive situations when these arise and reprioritise tasks at short notice, but also meet set deadlines.
- Sound judgment, integrity, tact and discretion, and good diagnostic skills.
- Innovative and creative in problem-solving, particularly through applying clear practice and procedure wherever possible.
- Team player mentality, but also able to work independently with minimum supervision.
- Pro-active and positive attitude.
- Ability to travel to sub-offices in the country, at short notice
- Commitment to Save the Children's mission, values and policies.

Closing date for application is 5 pm on 11th December 2009.

Please send application package including detailed CV, details of 3 references and a covering letter addressing the list of key competencies in English to HR section, Save the Children - E3, Ngoai Giao Doan Trung Tu, 6 Dang Van Ngu - Dong Da, Hanoi. **Only application package including SCiV application template will be accepted.**

Email: hr-sc@savethechildren.org.vn.