



RECRUITMENT ANNOUNCEMENT

IT Officer

ICEM – International Centre for Environmental Management is an award-winning independent technical service centre that assists the government, private sector and communities in defining and implementing policies for sustainable development. Established in Australia in 1999, ICEM has its regional headquarters in Hanoi and is staffed by full-time international and national technical and administrative personnel.

ICEM works in Asia and the Pacific and focuses on climate change, water resources management, disaster risk reduction, renewable energy, environmental assessment, environmental economics, nature-based solutions and biodiversity conservation. ICEM seeks to integrate environmental concerns with development through spatial planning, modelling, socio-economic analysis and environmental assessment tools.

ICEM is now seeking to employ an **IT Officer**, based in Hanoi, Vietnam, on a two-year renewable contract. The candidate will report to the ICEM GIS and Modelling Manager and work in close interaction with relevant senior international colleagues.

Responsibilities

- *Overall role:* Responsible for server administration, system security, software deployment, and technical support for DSS applications developed using RShiny, R, GeoServer, PostgreSQL/PostGIS, Docker, WordPress and other open-source technologies
- *Specific tasks:*
 - Provide IT administration support of Linux servers (primarily) and Windows-based machines
 - Perform regular system updates, security patches, and backups
 - Optimize server performance, storage management, and resource allocation
 - Support deployment of completed web applications to ICEM's Ubuntu servers and client machines (Windows Server and Linux distros)
 - Support server management of various applications that include RStudio Server, R Shiny, GeoServer; relational databases (e.g., PostgreSQL); Docker containerization, Kobo ToolBox, and WordPress content management systems; and other applications as required
 - Support development, deployment and management of applications using Docker containerization (including editing Docker files)
 - Troubleshoot any server-related problems, (e.g., with Docker images/containers, GeoServer, RStudio, R Shiny and other applications)
 - Maintain detailed and accurate IT Admin manuals for each server (in English)
 - Ensure remote application backup and system recovery: organize automatic data backups on remote external servers (e.g., Geoserver databases, PostgreSQL databases, Shiny applications, Docker compose yml and other important configuration files); regular testing and verification that backups can be recovered
 - Manage a service to monitor all web applications are online 24 hours per day
 - Monitor system security and install updates for the operating system as required
 - Update applications as required (in consultation with the ICEM team)
 - Provide basic training on server management and system usage.



Qualifications

- Bachelor's degree or higher in information technology, computer science, IT system administration, or a related field
- 5+ years of experience in Linux (and Windows) server administration and IT support
- Hands-on experience with Ubuntu servers, cloud platforms, and networking
- Extensive knowledge of web-based applications, including web GIS (e.g., Geoserver) and relational database systems (e.g., PostgreSQL) or similar applications
- Experience in cloud computing, networking and security
- Experience with Docker containerization
- Programming expertise in R and Python would be highly regarded

Applicants should be fluent in English with proven technical writing and presentation skills.

To apply, interested applicants should send a cover memo and updated CV with contact details of two references to ICEM at Nguyen Thu Phuong (admin@icem.com.au). For more information about ICEM, visit www.icem.com.au

Applications close on 20 April 2025.