

IT OFFICER

Are you interested in being part of a team that provides innovative social service to marginalized children, youth and families? Would you like to be a part of training business that builds futures for marginalized youth? Then join us!

You will be joining the Mith Samlanh team, which counts 300 professionals committed to achieving best quality and innovative service for youth and families in Cambodia.

What will you do?

As **IT Officer** you will be based on our head office ensuring that internet and networks are working well.

This includes supporting individuals in having the right tools to do their work well, providing support to computer training class and providing ongoing virtual support to all Mith Samlanh program.

Your responsibilities as an IT Officer will include the following:

- Ensure PC stations/laptops have all the necessary software and hardware are running smoothly
- Support staff to improve their IT skills and learn how to use a computer properly
- Ensure teams are supported with best collaboration tools
- Support Future Team to maintain Future Database on the server

About you:

- You are excited about working to support social services for marginalized children and youth
- You feel comfortable maintaining a network and traffic of 50+ users
- You know very well how these things mentioned bellow work:
 - ✓ **Basic Network:** WAN, LAN, DNS, DHCP, AD, NAT, VPN
 - ✓ **Network devices:** CISCO Router (CCNA1, CCNA2), MikroTik Router
 - ✓ **Database Application:** File Maker Pro and Microsoft Access
- You have excellent organizational skills and you can work well independently and supervise junior colleagues
- You have experience and you enjoy supporting others to build their skills and learn new things

About us:

Mith Samlanh is a social enterprise that works with marginalized children and youth, their families and communities, to help them become independent and productive citizens of their country.

Join us by submitting send applications (CV and a cover letter) and salary expectations with the caption subject to Mith Samlanh Organization's Address: House#215, St.13, Sangkat Chey Chum Neas, Khan Daun Penh, Phnom Penh City (north of the national museum) or email hr@mithsamlanh.org.

Mith Samlanh is an equal opportunity employer and the successful candidate will be selected based on merit.

The successful applicant will be expected to comply with Mith Samlanh's Child Protection Policy.

Please submit your application before **19th October 2018**. Only short-listed candidates will be contacted for interview.