



## **Job Vacancy Announcement: Information Technology (IT) Manager**

February 2018

The Karen Human Rights Group (KHRG) is a grassroots, locally led human rights organisation established in Karen State during 1992 and now operating across two states and two divisions in southeast Burma/Myanmar. KHRG works with villagers in rural Burma/Myanmar to strengthen their ability to claim their human rights, documents their human rights situation, and conducts local and international advocacy. With almost twenty five years of experience, KHRG has been twice nominated for the Nobel Peace Prize. Most recently, we have been nominated for the Asia Democracy and Human Rights Award (in 2012 and 2013). More information about us and our work is available online at [www.khrg.org](http://www.khrg.org).

The post-holder will be responsible for managing all of KHRG's computer software and hardware. The position generally involves two main areas of work: website maintenance and development and network/hardware maintenance and security. This is a full time local position which is based in KHRG's office at the Thai-Burma border in Tak Province. Candidates should be prepared to commit at least two years to working for KHRG. Salary for this position is provided at a locally competitive rate.

### **Main Responsibilities**

1. Network/hardware maintenance and security:
  - a. Ensure daily operation of file servers
  - b. Backup file server data twice a week
  - c. Enact and monitor data security procedures
  - d. Troubleshoot wired and wireless networks
  - e. Maintain all office computer software for performance and security
  - f. Purchase IT equipment in accordance with procurement policy
  - g. Provide general support and troubleshooting on IT related issues on a daily basis

2. Development and maintenance of the KHRG website:
  - a. Maintain KHRG's website using Drupal CMS
  - b. Maintain a high level of security for KHRG's website and its data
  - c. Support website content loading, update website formatting, and support the integration of website content uploading with social media pages
  - d. Coordinate the development of a mobile-friendly KHRG website
  - e. Coordinate with server company and website developer as necessary
  - f. Ensure the payment of KHRG web server hosting fee invoices
  - g. Review and troubleshoot MySQL database and code in HTML, PHP and CSS

### **Additional Responsibilities**

1. Establish and maintain staff email accounts and monitor KHRG mailing list
2. Prepare KHRG report files for publication and coordinate with publishing companies
3. Train staff on software packages and other applications
4. Ensure IT operation manual is up to date

### **Essential Knowledge and Experience**

1. Experience in website design, development and maintenance, including the use of Drupal CMS and Photoshop
2. Experience with Adobe InDesign for publishing projects varying from print to digital publications
3. Experience with database applications including MySQL
4. Experience with hand-coding programming languages including PHP, CSS, and HTML
5. Solid understanding of computer networking concepts and practices
6. Extensive knowledge of Windows operating system including Windows Server 2008 and 2012
7. Solid understanding of computer data security concepts
8. Fluency in English and Burmese (including oral, writing, and reading skills) is essential for this position. Good communication skills in S'gaw Karen are highly preferable.

### **Other Requirements**

1. Applicants must be self-motivated, creative, well organised, able to function under pressure, and handle numerous tasks simultaneously
2. Ability to work independently as well as a member of a team in a multicultural working environment
3. Ability to take initiative in proposing improvements to KHRG procedures and practices
4. Commitment to KHRG's vision and mission to achieve human rights and justice in Burma/Myanmar

### **To Apply**

The closing date for this position is **12 January 2018** and we hope to fill this position as soon as possible. Only short listed candidates will be contacted to answer preliminary questions and considered for an interview. Applications for the position should include a cover letter (no longer than one page in length) stating why the applicant is interested in the position and a detailed CV with references (no longer than three pages in length). Please send your CV and cover letter to [applications@khr.org](mailto:applications@khr.org).