



EMPLOYMENT VACANCY IT SPECIALIST

CDRI—Cambodia’s leading independent development policy research institute working to support capacity development within government and civil society institutions, is seeking a highly qualified Cambodian national for the position of **IT Specialist** to be based in the IT Unit of CDRI.

Major Responsibilities:

- Manage the overall management of IT unit.
- Maintain computer hardware and software, network, systems, office equipment, and ensure that all IT equipment is in good working order and all IT-dependent activities continue to function without disruption.
- Identify and solve all computer hardware and software, network connections, systems (e-mail, Internet, internal and external websites, library system, anti-virus protection, etc.), office equipment, and other IT-related problems.
- Provide on-the-job/hands-on training/assistance/support in terms of software and hardware usage and other IT-related tasks for staff, educate/train them in some new IT improvements and changes, and in operational procedures and best practices.
- Provide technical support/assistance and set up/arrange computer equipment and software for internal and external research trainings, data entry and field work for CDRI research projects.

Minimum Qualifications:

- 5 years experiences working at a senior level in ICT management
- A track record of individual initiative and a strong commitment to meet the technology needs of a research institution
- Knowledge of, and familiarity with IT support for research activities and be able to make more improvements to the existing system at CDRI
- Effective networking and liaison skills.
- Positive attitude and good team work.

For further details about this post and CDRI, please refer to the CDRI website: <http://www.cdri.org.kh>. Application letter, detailed CV, and list of three professional referees (names, postal and e-mail addresses and telephone numbers) should reach the HR and Administration Unit, CDRI, P.O. Box 622, Phnom Penh Cambodia, or e-mail: hr@cdri.org.kh by **3 December 2018**.

Only short-listed candidates will be notified.