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## Housing Rights Task Force Organization

### JOB OPPORTUNITY

<b>Job Title:</b>	IT Officer (Contractor)
<b>Job Location:</b>	Phnom Penh
<b>Reporting to:</b>	Program Manager
<b>Status:</b>	Full time, 2 Months

#### 1-GENERAL DESCRIPTION (SUMMARY)

HRTF is a non-governmental organization, was established in early 2003, has registered as Local NGO under the Ministry of Interior on January 8th, 2010. HRTF brought together a diverse group of international and national NGOs united in their efforts to defend the housing rights of the urban poor in Phnom Penh. HRTF is Seeking for a qualify staff to fill position as IT officer, short contract (Nov 1 – Dec 31, 2016)

#### 2-RESPONSIBILITIES/DUTIES

1. Repairing and maintenance computers
2. Monitors and secures all data and email backups of the HRTF staff
3. Ensures all staff is briefed on the latest IT policies and follows up with staff to ensure implementation
4. Ensures the internet and wireless network are secure and working properly
5. Ensures all computers are virus/threat-free
6. Sets up and manages the email accounts on the server and user devices
7. Responsible for the setup, maintenance, monitoring and updates of social media
8. Performs other duties when required.

#### 3. QUALIFICATIONS

1. Bachelor degree in IT, Web Programming (HTML, CSS, PHP&MySQL, Joomla)
2. At least 1 years of experience with similar responsibilities
3. Good spoken and written English
4. Experience in performing path and link analysis and in maintaining and troubleshooting existing systems
5. Experience with media design and related software
6. Knowledge of LANs, VPN Gateways, network segments and internet systems
7. Well organized, able to prioritize, able to work under pressure to meet deadlines
8. Positive attitude, professional behavior and willingness to learn.

#### SUBMISSION OF APPLICATIONS:

Interested candidates are invited to submit CV and letter of interest to our office address: #2, Street 271, Sangkat Boueng Tumpon, Khan Mean Chey, Phnom Penh, Phone number: 023 996 531 or via email at: [info@hrtfcambodia.org](mailto:info@hrtfcambodia.org). Only shortlisted candidates will be contacted for interview. The deadline for the submission of applications: 31<sup>th</sup> October 2016, by 5:00 pm.