



VACANCY ANNOUNCEMENT

IT Specialist

Japan International Cooperation Agency (JICA) is currently looking for a qualified specialist who can carry out given tasks both in Japanese and English to fill the position below in JICA Laos Office in Vientiane, Lao PDR.

I. EXPECTED OUTPUT

IT Specialist (herein after “Consultant”) sought through this notice is expected to work for enhancement of Management of Information System and its related regulations and manuals in the JICA Laos office for designated period in section V. below.

II. MAIN DUTIES AND RESPONSIBILITIES

1. Conduct Survey on each section’s works and its flow, as well as IT utilization environment in JICA Laos Office;
 - (1) Grasp each section’s work and its flow,
 - (2) Collect information on current IT utilization,
 - (3) Analyze current situation of IT environment,
2. Revise IT network and system in JICA Laos Office;
 - (1) Analyze the current Server and LAN networks and pinpoint problems,
 - (2) Propose solution to solve the problems and implement the resolution plan of the current Server and LAN networks,
3. Revise information sharing system of JICA Laos Office;
 - (1) Grasp situation of Utilization of the current Shared Folders and pinpoint problems,
 - (2) Analyze and propose solution for revising the Shared Folders and conduct it,
 - (3) Draft regulations on utilization of the Shared Folders and conduct a seminar for staff in the office,
4. Revise JICA Laos Office website;
 - (1) Review the current website of JICA Laos Office,
 - (2) Propose website renewal plan and conduct the plan,
 - (3) Draft regulations and manuals on updating the website and conduct a seminar for staff in the office,
5. Any other tasks regarding IT System instructed by Chief Representative.

III. REQUIREMENTS (QUALIFICATIONS AND EXPERIENCES)

1. University degree is required (basically any majors/ technical fields).
2. Excellent speaking, reading and writing ability in Japanese and English. Good command of Lao is preferable.
3. Some work experience in Lao PDR is preferable.

IV. COMPETENCIES REQUIRED

1. Ability to work independently with a minimum supervision as well as ability to work as a team.

2. Sufficient ability to read and summarize the relevant documents such as reports issued by government agencies, other relevant organizations and JICA etc.
3. Proficiency in computer skills (Word, Excel, Power Point, Internet Explorer and Outlook etc.).
4. Knowledge and experiences on IT systems and related matters in Lao PDR is preferable.

V. CONTRACT DURATION

From 1st December 2016 to the end of March (Negotiable)

VI. SUBMISSION OF APPLICATIONS

Please send Curriculum Vitae in Japanese with a photo by Email to Mr. Asa, Administrative Officer
(ThongkhamP.LA@jica.go.jp).

VII. OTHERS

The consultant is expected to provide service at JICA Laos Office from 8:30 am to 17:00 pm on weekdays during the contract period (this does not apply on the business trip).

VIII. DEADLINE

13th October 2016

* Only short listed candidates will be contacted for an interview. Submitted application forms will not be returned. Applications received after the deadline will not be considered.

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