

Vacancy as IT/Telecom Officer in IFRC

Contributed by Administrator
Sunday, 17 August 2008

1. IT/Telecom Officer (ITO)

Location : Based in Jakarta, Indonesia
Reports to : ICT Coordinator
Start Date : Immediately

Purpose of the Post:

The Federation is required to provide ICT support services to several PNSs in those two locations. A full-time staff is required to provide IT/Telecom support to this office setup. Taking into consideration the Geographical nature of Indonesia, and the widely spread Red Cross/Red Crescent operations, travels within Indonesia to help and coordinate with other IT/Telecom officers is highly propable.

Key Tasks and Responsibilities :

- Provide support and incident / service request resolution for the office (this may include installation, maintenance and repair telecommunications and computer equipment). Participate in training and development of expertise and resources for the Delegation office.
- Advocate and where possible implement Federation procedures and standards in IT and telecoms. Assist with auditing on compliance with policies and standards. Assist in developing procedures and standards for input to the standardisation process of the Federation.
- Carry, under close supervision:
Installation and Maintenance :
 - • Install and ensure the effective functioning of computer equipment and networks.
 - • Maintain and repair computer equipment (hardware / software) and networks.
 - • Produce regular, timely and accurate narrative reports.
 - • Analyse the needs for the installation of IT and telecommunications equipment, taking into account existing systems and applications, and using existing Federation standards.

Support and Training :

- • Provide appropriate and regular Training to users so that all computer equipment and software is used in an appropriate way.
- • Assist in the procurement of IT & Telecom equipment.
- • Ensure the protection and integrity of Federation data and ensure that facilities and procedures for regular backups are available and operational.

Communication System

- • Ensure effective functioning of communications equipment.
- • Ensure that IT & Telecom equipment is inventoried and tracked properly.
- • Assist in coordination with Telecom service provider.
- • Assist in coordination with ISP for internet related issues of office and delegate's house.

Requirements :

- • Diploma, or higher in IT or equivalent
- • 2 years minimum of work in computer systems (LAN, WAN TCP/IP connectivity, E-mail, application and user support domains)
- • Good physical and mental health

Skills / Knowledge :

- . Excellent computer skills (MS-Windows, MS-Office and other programmes); computer hardware maintenance & repair; MS-Windows Server administration.
- • Skills in wireless technologies, including HF and VHF radio
- • English language fluency

Please Notice: Applications (resume only) should be sent to [ifrc.recruitment@ gmail.com](mailto:ifrc.recruitment@gmail.com) quoting the Ref Code as the subject of the email and the attachment should not exceed 200 Kb. Only complete applications in English will be accepted and only short-listed candidates will be notified. Applications must received the latest on Friday, 22nd August, 2008.