

Post Description

1. Title of Position : **Information Technology Officer**
2. Category and Grade : “General Service” category, GS3 – GS4
3. Term of Appointment : Three years, renewable
4. Duties and Responsibilities: Under the supervision of the Administration Director, the Information Technology Officer shall perform the following tasks:
 - 4.1) Develops and implements plan for the effective utilization of information technology to support the operation of the SEAMEO STEM-ED Centre;
 - 4.2) Takes charge of the development, maintenance and upgrading of the Centre’s computer network (LAN), hardware and software and provides recommendations for new requirements and/or necessary changes;
 - 4.3) Provides technical support in the development and/or procurement of application programmes and databases for the Centre’s information system (Intranet and Internet);
 - 4.4) Manages the maintenance and coordinates the updating of the Centre’s website, social media, and What Works Clearinghouse database and systems in coordination with the relevant Centre staff and/or outsourced resources;
 - 4.5) Prepares and manages the operational budget in relation to IT services and equipment.
 - 4.6) Provides technical support and sets up computer hardware and software for meetings and conferences;
 - 4.7) Conducts training for end-users on IT related subjects when required;
 - 4.8) Assists the Administration Director in the planning and implementation of the Centre’s IT development plan;
 - 4.9) Performs other duties assigned by the Administration Director.
5. Qualifications and Experiences:
 - a) Age between 27 to 35 years at time of appointment.
 - b) Must be a Thai national.
 - c) A Bachelor’s degree in computer science, information technology or IT related field. An advanced degree in a related field will be an advantage.

- d) Experience in network management under UNIX environment, Windows Server, Web Server and other MS Back Office products.
- e) Good knowledge in application programmes for web environment i.e. HTML, Javascript, PHP, NGINX etc. and other office softwares.
- f) Experiences in project management and delivery of training will be an advantage.
- g) Good command of both oral and written English.