



Vacancy Announcement

Title: Procurement and IT Coordinator

Job Type: Full-Time Contract

Duty Station: Chiangmai, Thailand

Start Date: 1-January-2025

Summary

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013.

Some of what you'll do:

- Ensure procurement are timely proceeded.
- Ensure all advances and expenditures are timely requested, transferred and settled.
- Provide Day to Day IT, Procurement and Logistics support
- Strengthens coordination among team members.
- Keep all files systematically in both electronic and hardcopy formats.
- Coordinate with other departments to ensure compliance of the organization's policies and procedures.

This position is open only for Myanmar Nationals.

Qualifications

Required:

- Must be Myanmar Nationality
- Fluency in English (written and speaking). Proficiency in Thai and/or Myanmar is a strong asset.
- Minimum Bachelor's degree, Diploma in IT, Computer Science, Diploma in Procurement or a related field.
- A minimum of 5 years' experience in a similar role and responsibilities.
- Strong knowledge of IT systems, hardware, and software troubleshooting, networking skills, infrastructure, and procurement.
- An analytical mind with strong attention to detail.
- Outstanding organizational and problem-solving skills.
- Enthusiastic to learn and share experiences.
- Must be able to plan, prioritize, and manage own activities and office workflow even when working under tight deadlines and during stressful periods.
- Ability to work with challenging and conflict-sensitive environments.
- Ability to establish, maintain, and foster cooperative working relations with relevant stakeholders.
- Ability to communicate clearly and concisely both written and oral in English and must have effective communication, mobilization and problem-solving skills.

- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.

Desired:

- Strong demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- High level of communication and teamwork
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure and respect deadlines, and a team player

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills
- Ability to work independently as well as maintain a positive working relationship with colleagues
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly stipend for healthcare coverage
- 13-month salary based on result of staff annual performance and funding availability
- Opportunities to participate in periodic professional development trainings and conferences

How to apply

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at ahc.egmm@protonmail.com no later than **5 pm, Thailand, 22 December 2024 (Sunday)**.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for an interview.

Day to Day IT Support and Maintenance Operation	15%
<ul style="list-style-type: none"> • Perform troubleshooting to any minor computer and IT technical problem breakdowns that occurred in the workplace or remotely. • Perform routine checks to ensure all operating systems and applications (computer hardware, software, server, networks, printers, scanners, etc.) • Liaise with the external supplier for IT and accessories procurement and the repair of computer equipment under warranty or maintenance contract. • Maintain defined computer system, and equipment and resolve identified technical problems. • Monitor and manage the damaged IT hardware are repaired and replaced by using available IT resources • Monitor to ensure that all licensed software is utilized effectively • Provide and recommend improvements and modifications to IT Systems and Infrastructures that must meet the actual requirement of the organization • Keeping track of technological advancements and trends in IT support • Provide suggestions and inputs in planning IT budget and procurement process. • Alert EQMM all staff in advance of any risks of IT breakdown in the office; • Check new computer equipment on arrival and installs necessary software as needed. • Ensure that antivirus software is installed, kept up-to-date, and working properly at all computer stations. • Support one drive as a key holder for EQMM 	
Information, Network and Server Management	15%
<ul style="list-style-type: none"> • Assist anyone in the organization in making/maintenance in databases, profiling, set-up, and presentation of reports • Assist anyone in the organization of setting- up IT services and documentation when there are Conferences or big workshops • Coordinate setting up appropriate EQMM servers (such as NAS server, print server, Email server) and network system; and manage those on a regular basis to be functional and up to date • Check network backup logs on weekly basis and submit monthly backup logs report to the supervisor • Know network infrastructure (cable and patch panels, hubs, switches) and keep a log of any damage to it • Advice to the supervisor or management team for Information management related matters. • Carry out routine network maintenance tasks. 	

Web and Social Media Page Management	20%
<ul style="list-style-type: none"> • coordinate with an external consultant (web master) who is responsible to manage EQMM web page security, backup server, domain and hosting renew and monitor server, Regular update to the Admin & Finance Manager. • Update the contents of EQMM web page; ensuring to upload of new content including relevant news articles, reports, multimedia productions, and all news coverage of EQMM. • Update and maintain the Action EQMM Facebook pages relating to media news, vacancy announcement, information sharing, workshop/training invitation, and advocacy events in bilingual. • Monitor all print and video news mentions of the organization. • Upload EQMM media to YouTube. 	
Procurement	50%
<ul style="list-style-type: none"> • Ensure the procurement practices are compliant with both EQMM and donor regulations. • Make certain that all logistic operations systems and processes are highly reliable, finely tuned, and well delivered with an aim toward proactive rather than reactive to the situation. • Lead in the lease agreement of office rent and Store Room, processing and reporting on office operations expenses (rent, supplies, utility, etc.) in Chiang Mai and Yangon. • Liaise with landlord for payment matters for Yangon Store Room. • Conduct procurement policy and procedures orientation to new staff and re-orientation to existing staff; Ensure that all staff is aware of procurement policies and procedures and that they are being followed. • Organize monthly staff meeting and ensure meeting minutes are distributed to all staff within a week immediate after the staff meeting. • Provide logistical assistance in organizing meetings, conferences, seminars, workshops, training, events or campaigns, audio production activities organized by Equality Myanmar for projects and programs. • Lead in organization-wide activities by collaborating with other team members. • Lead in purchase requisition requests, collect quotations to order service and goods procurement, prepare comparative bids analysis form and tracking of goods receiving, dispatching, and registering. • Maintenance of records on assets management, verification of reports bi-monthly then submits it to the to Finance Department and supervisor. • Organize and keep updated on the procurement tracking sheet and submit it to the supervisor monthly. • Produce monthly Procurement and IT support Reports. • Perform office operations expenses payments matters. 	
Other duties: <ul style="list-style-type: none"> • Check office email account daily, respond and forward messages to the relevant staff/Teams • Any assigned tasks by the supervisor 	