



## JOB DESCRIPTION

Position:	Database & IT Officer
Job Type:	Local Full Time Contract
Division:	WCS - Thailand Program
Reports to:	Finance and Administration Manager
Location:	Nonthaburi, Thailand

### Organization Profile:

The Wildlife Conservation Society (WCS) is an international conservation NGO headquartered at the Bronx Zoo in New York City working to save wildlife and wild lands and to meet global conservation challenges in over 60 countries in Africa, Asia, and the Americas.

WCS Thailand Program has been established since 1997, we are working closely with the Thai government and in cooperated with several academic institutes as well as local and international private organizations to achieve its mission to strengthen the science-based conservation principle, in order to preserve the intact wildlife and wild place in Thailand.

### Purpose of the position:

Database & IT Officer will be managing IT infrastructure, implementing security protocols, work closely with technical experts (e.g., Regional and Global IT teams) to implement and manage computer system – hardware, software and perform network maintenance, and providing technical support to employees. Database & IT Officer will be responsible for troubleshooting and fixing technical issues in computer systems, networks, and software applications. He/She must also ensure that the organization's data and information is protected, backed up, and recoverable in case of a disaster.

### Principal Responsibilities:

- Maintains computer systems and software to ensure they are running securely and efficiently.
- Implements security measures to protect computer systems from all threats (e.g., viruses, cybersecurity, and unauthorized access).
- Manages the organization's database to ensure all data is up to date and properly backed up.
- Resolves technical issues with computers or software and provides advice on managing personal and project data securely and efficiently.
- Provides training to employees on how to use computer systems and software effectively.
- Tests and evaluates new hardware and software to determine if they are suitable for the organization.
- Keeps up to date with advancements in computing technology and recommends upgrades or changes as necessary.

- Improves information system and computer network of WCS Thailand (WCS-TP) and site projects.
- Provides technical support to improve and maintain WCS-TP and other project websites with updated information and databases.
- Designs and provides all publication materials such as for manual, presentation, poster, brochure, and multi-media to promote WCS-TP's conservation projects.
- Support all activities of WCS-TP related to exhibition, display, training, meeting, and workshop requirements.
- Performs other related duties, as may be assigned by the project manager or direct supervisor.

**Position and Qualifications Requirement:**

The successful candidate must be good in written and oral communication skills and be comfortable participating with the diverse team. He/She must be well organized, self-motivated, and enthusiastic to coordinate with the co-workers to get things done, with strong attention to detail, and can work on multiple tasks and be able to work under pressure.

- Bachelor's Degree in Computer Science, Information Technology, or any other related field.
- Excellent problem-solving skills, be detail-oriented, have strong communication skills, and be able to work both independently and as part of a team.
- Expertise in various software programs and computer systems.
- Experience in project management, security systems, or database design can also be an added advantage.
- Good command in English language skills.
- Organize work schedules and setting priorities to meet deadlines.
- Good interpersonal, flexible, and be able to work under pressure and limited time.
- Interested in conservation works with international conservation NGO.

Interested candidates, who meet the above qualifications, should apply by sending an application letter and CV together with the names and contact information of three references to: [wcsthailand@wcs.org](mailto:wcsthailand@wcs.org). Please include **"Database & IT Officer"** in the subject line of your email.

Interested applicants are encouraged to apply as soon as possible, and before [October 25, 2024](#).

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WCS is an equal opportunity employer, and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations/and similar categories.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based

upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.

The organization complies with the spirit and intent of relevant local laws and WCS's employment policies.