

# Vacancy Announcement

Ref: MAUKJV001-2018

Post	<b>Web IT Officer (1 Post)</b>
Location	Yangon
Starting Date	April 01, 2018
Duration	One Year Extendable Contract (Probation Period 3 months)
Vacancy Opening Date	March 14, 2018
Vacancy Closing Date	March 24, 2018
Final Selection	March 28, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

## Report to: Senior Communication & Resource Mobilization Officer

The Web and IT Officer's role will be to maintain and develop MA-UK's current website and to collect the media footages from Program team and catalog accordingly; contributing to a strategy extending our reach, delivering activities that build networks, engaging audiences and harnessing support and donations. The officer will also support basic IT needs for the staff i.e., software/hardware troubleshooting – virus protection, printer installation, software updates, etc.

## ESSENTIAL SKILLS

- Understanding of INGOs work flow and missions
- Working knowledge of web technologies including HTML, CSS, Javascript and CMS systems
- Effective user of content management systems to create website pages and other content on WordPress platform
- Ability to tweak CSS and Wordpress HTML templates.
- Knowledge of website accessibility standards
- Working knowledge of website optimization
- Knowledge of MailChimp – Email marketing tools
- Knowledge of Google Analytics to track users for both website and emails.
- Good English – 4 skills

- Photo editing skills
- Designing skills (Photoshop, Illustrator, InDesign) for online and print designs.

## DESIRABLE SKILLS

- A high degree of accuracy and attention to detail
- Ability to establish strong working relationships with colleagues and senior management
- Ability to manage multiple priorities and work to deadlines
- Work successfully to targets, delivering objectives and desired outcomes
- Research skills with the ability to produce a range of engaging content on topics of interest to audiences
- Client/customer focused approach to delivering solutions
- Ability to travel in-country for short period.

## EDUCATION & QUALIFICATIONS

- Appropriate experience in a directly related post
- In possession of college degree or a relevant qualification

# Main Responsibilities

## Website & Email Marketing

1. Responsible for program and media updates on the organization's website.
2. Maintain and update website regularly by coordinating with other departments, primarily with the Program team.
3. Create new Wordpress page templates as necessary.
4. Create HTML emails by using MailChimp.
5. Maintain and update MA-UK Mailing Lists on regular basis.

## Design & Media Bank Management

6. Manage MA-UK Media Bank.
7. Collect media footages from various sources: Program team, hired photographers, etc. and regularly catalogue them into respected folders.
8. Responsible for editing photos for various uses i.e., website, donor reports, HQ reports, external statement, organizational documents and print collaterals.
9. Assist in creating organizational collaterals i.e., annual reports, program brochures, business cards, stationery, t-shirts, coffee cup and other promotional items.
10. Assist other departments with creating internal documents.

## IT

11. Ability to troubleshoot and identify laptops and computers problem.
12. Manage software and fonts usages for all staff computer for consistency.
13. Ability to handle virus protection and cleaning.
14. Ability to troubleshoot and install printers.
15. Ability to troubleshoot internet connection problems.

Application should be sent to [hr@mauk-myanmar.org](mailto:hr@mauk-myanmar.org)  
no later than 16:00PM, March 24, 2018

Equal Opportunity &  
Diversity Employer