



Ethnic Health System Strengthening Group Vacancy Announcement for ICT Manager

About Our Organization

The Ethnic Health System Strengthening Group (EHSSG) is a network of Ethnic Health Organizations and border-based managed health Community-Based Organizations with over twenty years providing primary health care services. In 2015, the group formed a steering committee to work together to strengthen health systems in Eastern Burma/Myanmar, and to advocate for equitable and essential primary health services for vulnerable and displaced people throughout Burma/Myanmar. Participating organizations provide comprehensive health programs in their local areas through a collaborative approach with local, national, and international bodies. EHSSG is a community-based ethnic health organization and consists of **14** partner organizations, namely

1. Back Pack Health Worker Team (BPHWT)
2. Burma Medical Association (BMA)
3. Chin Health Education Committee (CHEC)
4. Civil Health and Development Network (Karenni) (CHDN)
5. Mae Tao Clinic (MTC)
6. Mon National Health Committee (MNHC)
7. Kachin Health Network (KHN)
8. Kachin Women Association- Thailand (KWAT)
9. Karen Department of Health and Welfare (KDHW)
10. Pa-Oh Health Working Committee (PHWC)
11. Rakhine Community Health Worker Association (RCHWA)
12. Shan Health Committee (SHC)
13. Shan State Youth Capacity Building Centre (SSYCBC)
14. Ta'ang Health Organization (THO)

AIMS of EHSSG

1. Improved health outcomes through expanding access of villagers to community health workers and services.
2. Responsiveness through evidence-based programming and planning.
3. Financial and social risk protection through prioritizing context-appropriate, low-cost interventions, and improved referral systems. Improved efficiency through the identification of best and underperforming facilities, programming, and health workforce.



CODE: VA NO: 015/EHSSG 2023

EHSSG is looking for a motivated and reliable individual to fill the position of “ICT Manager”.

Required Position and detailed information

Job Title	ICT Manager
Location	Mae Sot
Travel Requirements	As necessary
Date of Joining	As soon as possible
Full-Time/Part-Time	Full time
Salary Range	15,000 – 20,000 Baht Per Month
Benefits	Stipend, Leave, Holidays, and other social benefits
Contract Length	One year contract
Relationships	
Reports to	Director
Supervises	IT Officer
Coordinates with	EHSSG’s Staff, Partner/Members Organizations, and Donors
Financial/Budget	Financial Management
Responsibilities	
Summary	<p>ICT Manager has the responsibility to develop and direct information and communications technology (ICT) strategy within an organization and make decisions about the ICT systems utilized. He//she will be dedicated to leading the team of ICT to implement team strategies, often requiring the purchase and integration of ICT hardware and software with existing systems.</p> <p>Assist EHSSG capacity building team and support working group of pharmacy and warehouse management trainers in developing new SOPs or guidelines for ECBHOs</p>
Job Specific	<ul style="list-style-type: none"> • Assist the EHSSG capacity building and QI team and support the working group of pharmacy and warehouse management trainers in developing new SOPs or guidelines for ECBHOs • Provide technical support on website development and maintenance • ICT training (Computer maintenance and troubleshooting, Microsoft packages, Data Visualization, WordPress, web layout and design) to member/partner organizations • Maintain and upgrade EHSSG developed Pharmacy Inventory Mobile Application and Logistics Management Information System, Health Management Information System for EHSSG and member organizations



	<ul style="list-style-type: none"> • Provide technical support for EHOs in developing data reporting systems using mobile / web-based applications for LMIS and HMIS • Provide technical guidance for the daily operation, manage, handle, and coordinate the local organizations' ICT Projects • Maintain and support the ICT infrastructure including network, backup, printer, and Wi-Fi, manage local ICT suppliers; External service (e.g. Printer, Laptop) • Analyze and recommend new technologies as appropriate for use by EHSSG as well as member organizations • Develop and maintain Web-based Learning Management System (LMS), Web-based Logistics Management Information System (LMIS), Mobile Logistics Management Information System (LMIS) with offline capabilities, Cloud-based Monitoring, Evaluation, Accountability, and Learning System and correlate with third-party software development services as required • Assist in setting up the studio for audio/video recording sessions • Perform or assist in audio/video recording, editing/post-processing recorded raw audio/video content to production-ready audio/video content for EHSSG training • Provide Audio/Video editing training courses to EHSSG staff and member organizations as required • Provide on-site training to the EHSSG ICT team and member organizations as required • Format and layout EHSSG publications such as training curriculum and IEC materials
--	---

Position Requirements	
Education	<ul style="list-style-type: none"> • A degree in information technology/computer information systems or relevant professional qualifications. • If formal qualification is not available, the candidate may show equivalent self-taught competencies. (<i>required</i>)
Work Experience	<ul style="list-style-type: none"> • Minimum 2 years in information communication technology operation and support • Experience working with a variety of non-profit organizations including CBOs, CSOs, EHOs, NGOs/INGOs, foundations, or government aid agencies desirable • Excellent IT skills including knowledge of on-premises infrastructure such as servers, networks, and equipment such as laptops • Knowledge of IT procurement and asset management practices
Skills/Knowledge/Aptitude	<ul style="list-style-type: none"> • Skills in HTML, CSS, Javascript, PHP, ReactJS, React Native and MySQL, Oracle, Firebase database systems and API services (Optional Dart/Flutter)



	<ul style="list-style-type: none">• Audio and Video editing/post-processing with Final Cut Pro (Mac) or DaVinci Resolve (Windows), Audacity and Izotope Rx• Ability to design or photo edit with Adobe Photoshop, Adobe Illustrator, and vector animation with Adobe Animate• Patience, understanding, and experience working in cross-cultural environments• Excellent analytical, organizational, and time management skills• Ability to coordinate and work with others• Ability to exercise a high level of tact and discretion in both internal and external interactions• Ability to create and maintain good working relationships with a variety of internal and external constituents
Language(s)	<ul style="list-style-type: none">• Advanced English language level.• A basic understanding of the Thai language is desirable• Knowledge of ethnic language is desirable
Motivation	<ul style="list-style-type: none">• Enthusiastic in job• Diligent, responsible and accountable• Must be a believer in the mission and vision of EHSSG

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EHSSG has zero tolerance for sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, always (both during work hours and outside work hours). All selected candidates will be expected to adhere to these standards and principles.

Application Details

Interested individuals are requested to submit a CV including a cover letter and contact details of two references (No other supporting documents are required at this stage) no later than **10th November 2023, 5 PM (Bangkok Time)**.

These should all be submitted to EHSSG's Human Resources Team at hr@ehssg.org.

Contact Information Details:

Admin/HR Officer

Office Ph: (+66) 097 981 8454

Ethnic Health System Strengthening Group (EHSSG)