Vacancy for the Post of IT Officer (Kabul based)

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific applies the concepts of self-help and mutual help to strengthen the development process in its member countries. Established in 1951 with seven Commonwealth member countries, over the years the Colombo Plan has expanded its membership to 27 countries not only of the Commonwealth in the Asia Pacific region but also countries belonging to other regional groupings. Drawing on more than 60 years of technical cooperation expertise, the Colombo Plan works through a network of national focal points in member countries for effective coordination of its programming.

Background of the Colombo Plan Field Office:

The Colombo Plan currently implements two large programs out of its field office in Afghanistan: the Drug Advisory Programme (DAP) and Gender Affairs Programme (GAP).

DAP works closely with the Government and civil society organizations in Afghanistan to address the problem of substance use disorder through prevention and treatment programs in various settings. In Afghanistan, DAP major projects include support for treatment center operation, preventive drug education, capacity building programs and rural based prevention and treatment initiatives.

GAP focuses on women and children’s rights, issues, and development in Colombo Plan member countries. In Afghanistan, GAP implements two major projects, the Afghan Women’s Shelter Fund (AWSF) and the Afghan Children’s Support Center Fund (ACSCF).

Applications are invited from qualified and experienced local personnel for the above post based in Kabul, which meets the required criteria: This is a local hire position contingent upon donor funding.

Job Summary

As a key member of advancement services, this position is responsible for all aspects of maintenance of the Information Technology Systems including laptop systems, communications hardware, mobile devices, software and office applications that are pertaining to the Drug Advisory Programme (DAP) and Gender Affairs Programme (GAP).
**Roles and Responsibilities**

- Install and configure software on laptops and mobile devices
- Conduct routine preventive maintenance of firewall, laptops, switches, routers, access points, UPS, Printers and other peripheral devices
- System administration (active directory management, including the configuration of backups, ensuring application and anti-virus software updates, troubleshooting internet access and printing problems and other application support)
- Perform technology needs analysis and report findings to direct supervisor
- Roll out hardware and software to ensure optimal deployment of resources
- Assist with technology planning through ongoing research
- Assist in preparation of the Colombo Plan publications.
- Troubleshoot and resolve level 1 problems with the telephone and CCTV system
- Coordinate and supervise service agreements and repairs of IT equipment
- Manage IT inventory and maintain supplies in coordination with project Admin Officers.

**Minimum Qualifications**

- **Education:**
  Degree in information technology or similar discipline

- **Work Experience:**
  A minimum of 2 year of professional work experience in an IT environment, preferably in a similar organization.
  Hands on experience in Windows client, MS Office packages, Remote desktop connections, anti-virus software and Backup system.

- **Language:**
  Written and spoken command of the English language. Command of Afghan languages like Dari and Pashto would be advantageous.

- Strong oral and written communication, analytical, organisational, and multitasking skills

- Excellent attention to detail

- Ability to work effectively under pressure, within short time constraints, and during times of rapidly developing events

- Basic commercial awareness, numerical and analytical skills

**Applications (CV and Cover letter) should be sent via email on or before 20 November 2020 to** vacancies@colombo-plan.org. The email title should clearly mention: IT Officer (Kabul based). Only short-listed candidates will be contacted for the interview.