



CALL FOR APPLICATIONS

Urgent

Re-Announcement

ICT and E-Learning Platform Specialist

“Project: Building Sustainable and Solidarity with a Partnership between Youth, Civil Society Organizations and the Member State & API ICT System & Tech Tools”

Advocacy and Policy Institute (API) is a leading Cambodian capacity building organization in the areas of advocacy, policy influencing, citizen engagement, and good governance. API is a non-profitable, non-governmental organization (NGO) with the mission to serve the long term democratic and social development needs of Cambodia through empowering people to interact with their government to protect their rights. API’s Goal for current Strategic Plan, 2024-28: In 2028, Cambodia will be a more harmonious and inclusive society with sustainable development, good governance and respect for democratic principles and human rights.

API is currently looking for a Cambodian candidate for the position of **ICT & E-learning Platform Specialist** to implement the project “Building Sustainable and Solidarity with a Partnership between Youth, Civil Society Organizations and the Member State”, and API ICT System & Tech Tools and Social Media platform which is funded by EU through Brot fur die Welt (BfdW) and other partners. We are looking for Cambodian candidates who have a strong passion for API’s vision, mission, and goal. The jobs may require traveling to other provinces to implement the project and, more generally, API’s strategy for the period between 2024 and 2028.

How to apply

Interested applicants are requested to submit a cover letter and detailed CV by email or by post to the address below.

Closing date: 15 September 2024 by 5 PM.

More info and job description at <http://www.apiinstitute.org>



Job Description (JD)

Position: ICT and E-Learning Platform Specialist

Contract type: Unidentified Duration Contract (UDC)

Location: Phnom Penh, and sometimes traveling to provinces.

Basic salary: To be negotiated

Report to: Senior Admin-HR, and Procurement Officer & Senior A-SASSY Project Officer

Job Purpose

ICT and E-Learning Platform Specialist to implement the project “Building Sustainable and Solidarity with a Partnership between Youth, Civil Society Organizations and the Member State”, to support API’s ICT System & Tech Tools” to achieve API’s vision, mission, and goal.

Key expected results and responsibilities:

- Be responsible for the online learning platforms (such as Moodle), website, and tech tools.
- Work with partners and donors to roll up the content for the website, e-learning platform, and other tech tools.
- Be a technical trainer on how to use all the digital platforms of the organization.
- Provide technical support and training in both offline and online styles.
- Provide digital security training and digital literacy to API staff and project beneficiaries.
- Manage and update content on the API website.
- Manage and configure network devices such as MikroTik, Cisco Switch, UniFi Access Points and FortiNet Firewall.
- Knowledge of system administration at Microsoft 365 Admin Center.
- Have knowledge and skills in managing Synology Network Attached Storage (NAS).
- Have knowledge of database management systems (DBMS).
- Have knowledge of virtualization, cloud computing, and virtual private server technologies.
- Routinely maintain and monitor all computers, networks, and other equipment
- Ensure the smooth performance of computer systems, servers, and network devices.
- Perform system backup/recovery and ensure high operation runtime so users can get maximum benefits from digital technology.
- Ability to diagnose and perform troubleshooting on system/network, hardware, and software issues.

Qualification Required:

- Bachelor’s degree in the field of Information Technology with at least two years of experience in the IT field.
- Knowledge of HTML, CSS, and Java.
- Knowledge of digital security.
- Experience with webinars (online training).
- Accountable for the technical issues of users on the online environmental website.

- Experiences in Network Administration such as UniFi Access Point, MicroTik, Cisco Switch and FortiNet Firewall.
- Knowledge or experience of Synology Network Attached Storage (NAS).
- Experience with Microsoft 365 Admin Center management.
- Practical experience in computer, servers, and network troubleshooting.
- Good interpersonal Communication and problem-solving skills.
- Confident and self-motivated.
- Able to write, read, and speak good English.
- Work independence and self-management.
- Strong desire to learn and commit to his/her further development.
- Ability to work under pressure and be flexible.

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API is committed to a policy of equal opportunities, and value inclusion, and seeks to have a diverse and inclusive workforce. Applications are welcome from people of all origins, ages, religions, genders, ethnicities, sexual orientations, and disabilities. Every application for the position will be reviewed against the above requirements only. **Women and people with disabilities are encouraged to apply.**

Due to a high volume of applications, only short-listed candidates will be contacted. Your application/CV will not be returned.

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