

## Volunteer - Information Technology (IT) Administrator

**WHERE:** Myanmar

**START DATE:** November 5, 2018

**DURATION:** 6 months

**REPORTING TO:** Project Manager of Myanmar

**DEADLINE:** September 21, 2018

**Note:** This is a voluntary assignment. Domestic and international economy airfare, ground transport, visa, travel insurance, out of country accommodation, and a meal/incidental allowance (\$1,500/month) will be covered by CDF Canada. *Applicants must be a Canadian citizen or a permanent resident.*

### BACKGROUND:

MyFINANCE is a 32-month project that will support the transformation of two township co-operatives to a new model that is demand driven, and increasingly reliant on funds mobilized from the membership of primary co-operatives- "township level savings and credit co-operatives (TSCCs)". When it comes time to repay the Eximbank loans, we hope to see them independent, sustainable and with increased capacity.

### ABOUT THE ASSIGNMENT:

The IT Administrator maintains MyFINANCE project's computing infrastructure; provides computer hardware & software support and training to MyFINANCE employees; acts as a technical resource for and provides training on the Open CBS management information system and works with the Country Managers to enforce the *Acceptable Use of Computers & Electronic Devices* policy.

The position will have limited direct supervision. The incumbent has authority over scheduling minor upgrades of computer hardware and software and dividing time between projects.

### ACTIVITIES AND DELIVERABLES:

#### Software & Hardware Administration

- Deploys, maintains, monitors and upgrades (as necessary) computer hardware
- Deploys and maintains all software related issues such as updates or installation of new programs
- Records and maintains a list of software licenses and end users
- Tests and evaluates new technology when required
- Conducts electrical safety checks on computer equipment and other hardware

#### Troubleshooting & Help Desk / Training

- Supports employees regarding hardware and software related issues and/or requirements
- Provides training to employees (as directed) on computer software/hardware (including Open CBS) through discussion, documentation and other media (i.e. videos, online training, etc.)

- Researches training opportunities that would enhance the skills and effectiveness of the MyFINANCE staff
- Collaborates with MyFINANCE Country Managers and TSC office Managers to resolve issues

### OpenCBS Management Information System Advisor

- Acts as a technical resource and advisor at all stages of implementing the MyFINANCE OpenCBS MIS software
- Advises the Country Managers on OpenCBS system interface changes or additions that would make it more effective and enhance the productivity of staff
- When necessary, acts as a liaison between the OpenCBS development team, Country Managers and TSC office Managers

### Documentation

- Creates procedural documentation and relevant reports (when instructed)

### QUALIFICATIONS:

- Bachelor's Degree in Computer Science or related field
- A minimum of two (2) years working in an information technology environment
- Experience with Windows 8/10 platform
- Microsoft Office Suite (Excel, Word & PowerPoint)
- Advanced computer troubleshooting skills
- Management information system and database experience
- Ability to work continuously on a task until satisfactory completion is achieved
- Prioritize and manage several open 'cases' at a time
- Test and evaluate new technology as required
- Ability to design business documentation (i.e. forms, policies) when directed
- Rapidly establish a good working relationship with Country Managers, staff, coop members and consultants

### APPLICATION PROCESS:

Please submit a resume and cover letter by *September 21, 2018* to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop) . You must be a Canadian citizen or permanent resident. Successful candidates will be required to obtain a police-check from their local police/RCMP detachment. ***No phone calls please. All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.***

### Co-operative Development Foundation of Canada

Co-operative Development Foundation of Canada (CDF Canada) is an international development charity that helps improve the lives of women, men, children and their communities through cooperatives. We envision a world where self-reliant communities flourish. CDF Canada is working with local partners in Africa, Asia, Latin America and in Eastern Europe to establish and grow community owned co-operatives that help people achieve more prosperous, self-reliant lives. For over 70 years, CDF has been mobilizing financial resources, volunteers and knowledge — mostly from Canadian co-ops and credit unions — to make the world a better place. For much of that time, CDF Canada worked with partners to help communities move toward prosperity and create more secure lives through community-owned cooperatives. For more information about CDF Canada, visit [www.cdfcanada.coop](http://www.cdfcanada.coop)