

*Investing in local leaders to create global change*

**IT Officer**

*1 position, based in Vientiane*

## **Duties and responsibilities**

* Manage computer and IT systems for maximum user benefit;
* Install and configure computer hardware, software, systems, networks, printers and scanners;
* Respond to service issues and requests in a timely manner;
* Provide technical support for all VFI needs;
* Set up accounts for new users;
* Repair and replace equipment as necessary;
* Test new technology when necessary; and
* Potentially train other staff members on all of the above.

## **Qualifications and requirements**

* IT-related degree/certification;
* At least 3 years in a similar position with decision-making responsibilities;
* An ability to communicate in Lao and in English;
* A technical and logical thought process;
* [Problem-solving](https://www.roberthalf.com.hk/career-advice/career-development/problem-solving-skills) skills, and the ability to think ahead; and
* The ability to stick to strict deadlines, to prioritize, and to delegate.

*Interested candidates must submit their CVs, along with all other supporting documents to: Village Focus International (****for IT Officer****), Ban Phonsavan Tai, Unit 14, House #207, Sisattanak District, Vientiane, Lao PDR / Tel: +856 (0) 21 312519.*

*Email:* *athithane@villagefocus.org**, not later than 30 June 2024.*