



Until we are all equal

We are looking for enthusiastic, dedicated development professionals interested in long term careers with a major international children's NGO.

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. Plan, one of the world's largest children's INGOs, works with children and poor communities in 50 countries.

Currently we work in Vientiane Capital, Bokeo, Oudomxay, Saravan, Luang Prabang and Vientiane Provinces, in basic education, early childhood development, health and nutrition, water, sanitation and hygiene, adolescence development and participant, and skills and opportunities for youth employment and entrepreneurship. Plan International has no religious or political aims or affiliations. Visit www.plan-international.org for more information.

Plan International is an equal opportunity employer. **We strongly encourage applications from women, members of ethnic groups and people with disabilities and LGBTQA+ colleagues.** Plan offers competitive salaries and long-term employment opportunities for all posts.

Plan International Laos is looking for a **Lao National** for the following position:

IT Intern

(Based in Vientiane Capital)

Type of Contract: Internship Contract

Duration service: 4 Months

Duties and responsibilities:

- General IT support to user in local and remote offices.
- Participate in testing and evaluating new applications/services/platforms rolling out and certification.
- Practice to support staff including procedural documentation on technical aspects of corporate applications.
- Follow supplemental policies and guidelines and perform ongoing information security best practices for local security environment.
- Perform fixed assets physical inspection for all offices as necessary to ensure those assets properly record and management.
- Install and configure computer hardware operating systems and applications.
- Monitor and maintain computer systems and networks: Windows updates, Endpoint protection AV Anti-Malware definition/patch updates, network equipment firmware updates.
- Process and monitor data backup for endpoint and server on local and cloud storage.
- Troubleshoot computer system and network problems and diagnosing and solving hardware/software faults.
- Follow diagrams and written instructions to repair a fault or set up a system.
- Set up new user's accounts and profiles and dealing with password issues.
- Conduct electrical safety checks on computer equipment.

Requirements:

- Relevant basic level of education, Degree or equivalent in a computer studies discipline will be advantage.
- Knowing of administration local area networks (wires & wireless).
- Knowing of administration Windows Server.
- Knowing of supporting usage Microsoft Office and Microsoft 365.
- Preferably knowing of setting up and administration corporate antivirus, patching management and internet security.
- Good written and spoken English and Lao essential.
- Capability to coordinate and cooperate within interdisciplinary teams.
- Able to prioritise work effectively for execution with limited resources.

FOR ALL PLAN POSITIONS:

- We strongly encourage equally qualified female candidates to apply;
- Strong commitment to the equal rights and participation of girls and women is essential;
- Strong commitment to the Rights of the Child is essential;
- Plan does not tolerate child abuse. All Plan staff are selected and employed in line with the conditions of Plan's Child Protection Policy. These include appropriate reference and background checks;
- Applications will not be acknowledged. Only short-listed candidates will be contacted. No correspondence or telephone calls will be entered into;
- Short listed candidates will be required to attend panel interviews and other selection procedures.

CLOSING DATE FOR APPLICATIONS: 21st August 2024

TO APPLY FOR THIS POST:

Send your resume/CV, and cover letter. In the cover letter please state on a separate page your preferred **start date, names and contact details of three referees and your salary expectations for each position**, to **Plan International Laos, Vientiane, Lao PDR**, or to PlanLaos.JobVacancies@plan-international.org

Please state in cover letter how you learned about the job – through emails, INGO Directory, 108 Jobs, or friends.