Bangladesh Red Crescent Society

684-686, Red Crescent Sarak, Bara Mogh Bazar, Dhaka-1217

VACANCY ANNOUNCEMENT

The Bangladesh Red Crescent Society (BDRCS) constituted on 31 March, 1973 by the President's Order No.26 of 1973 with retrospective effect from the 16th December 1971 is the largest humanitarian organization working across all over Bangladesh. As an auxiliary to the government, the Society provides humanitarian assistance to the vulnerable population and over the last 43 years, the Bangladesh Red Crescent Society (BDRCS) has undertaken a wide range of activities in humanitarian response, disaster management, health, capacity building and in promoting Red Cross/Red Crescent ideals and principles.

Information and Communication Technology is a growing section in the Bangladesh Red Crescent Society. The Society wants to deliver its services to the beneficiaries with the help of the modern Information Technology tools and applications. Process automation and implementing mission critical ICT solutions will be a key focus of the ICT Section to enable BDRCS to be a fully equipped and well functioning National Society in terms of Information and Communication Technology to deliver its services efficiently.

The BDRCS is now looking for a suitable Bangladeshi national to lead its ICT section. The particulars are given below:

Position	: **ICT Manager**
Type of Contract	: **Regular Position (with 6 months probation period)**
Location	: **Dhaka**
No. of position	: **One**
Salary Scale	: **18500-800X14-29700**

Duties and Responsibilities:

Across the organization, the ICT Manager will work under the direct supervision of the Logistics Director and with the overall guidance from the Secretary General. The ICT Manager will be responsible for entire ICT portfolio management of the Society, which includes but not limited to the following functions:

- Manage servers, databases, data backups, applications, internet services and routine check for accessibility and availability of these services and take appropriate corrective actions in case of any problem

- Responsible for web hosting management, web content upload, Email system and ERP application administration

- Design and establish smart computer networks, and manage, maintain the LAN and WLAN infrastructure without any loss

- Plan, design and implement mission critical ICT Solutions

- Develop BDRCS ICT strategy, ICT policies and ensure that the strategy and policies are up-to-date and adhered to

- Establish systematic procedure to install, manage, monitor and maintenance of computer equipment and systems

- Establish state-of-the art service desk to respond to users' call for maintenance, troubleshooting and ensure effective functioning of the computer and electronics equipment in terms of software and hardware

- Arrange orientation sessions and share the knowledge by disseminating proper procedures, user guides, manuals, adapt them to the local needs and provide on job training to the users

- Inventory Management of the ICT Assets including asset insurance and timely disposal. Ensure the centralized system for ICT Asset Tracking in NHQ and all the units throughout the country.

- Establish ICT hardware and software standard and provide technical support for ICT procurement as per the standard system and procedure

- Coordinate with counterparts of the IFRC, ICRC, PNS and other NGO, INGO and collaborate where appropriate

Competencies

Corporate Competencies
- Promotes the vision, mission, and strategic goals of BDRCS
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrate integrity by modelling ethical values (human rights, peace, understanding between peoples, respect, tolerance, integrity)

Functional Competencies
Management and Leadership
- Build strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrate good oral and written communication skills
- Demonstrate openness to change and ability to manage complexities
- Demonstrate strong administrative skills and results oriented approach to work

Development and Operational Effectiveness
- Ability to engage with Senior Management, coordinate with the IFRC, ICRC, PNS counterpart and international donor community and provide necessary support services
- Ability to identify opportunities, develop concept notes and project reports
- Ability to analyze situations and act accordingly
- Ability to effectively support strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, reporting and cost-recovery:excellent project oversight functions, including audit, accurate and thorough risk management
- Ability to implement new systems and affect staff behavioral/attitudinal change
- Ability to work under pressure and meet deadlines

Learning and Knowledge Management
- Promotes knowledge management and a learning environment in the office through leadership and personal example. Excellent knowledge of capacity assessment, identify capacity building opportunities and the ability to get capacity built.
- Display understanding of the contemporary ICT tools and continually acts towards capacity building
- Actively works towards continuing personal learning, team learning, users learning in multiple Practice Areas, acts on learning plan and applies newly acquired skills
- Excellent communication skills (written and oral): sensitivity and responsiveness to all partners, respectful and helpful relations with all staff

Required Skills and Experience

Education:
- Master Degree in Information Systems / Bachelor of Computer Science & Engineering or related field (MBA will be an added advantage).

Professional Certification:
- Industry certification from Microsoft, Cisco, Mikrotik, PMI, or other related globally renowned vendors will be considered as a great asset of added value

Experience
- Minimum 5 years of experience in design, development, implementation and management of medium to large-scale ICT projects
- 5 years of experience in ICT System Administration and deployment of ICT Solutions like web based applications, process automation and ERP implementation.
- 3 years of experience in Programming and ICT Systems Development
- Proven experience in liaison and communication with senior management, counterparts and stakeholders on ICT issues

- Demonstrated ability to draft business cases and support strategic planning for ICT development, taking a full-life-cycle approach which includes operational and sustainability issues
- Understanding the role that ICT can play in disaster management and humanitarian response
- Prior ICT-based work experience in disaster management and humanitarian response would be an added advantage

General Conditions

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All Red Cross staff and volunteers are required to:
- Adhere to the 7 fundamental principles of Red Cross and Red Crescent:
  Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Code of Conduct
- Demonstrate honesty and a high level of integrity
- Assist the organization on occasion, in times of national, international or local emergencies or major disasters

Interested candidates should submit their curriculum vitae with a cover letter and two recent photographs, to the Secretary General, Bangladesh Red Crescent Society, 684-686 Red Crescent Road, Bara Mogh Bazar, Dhaka-1217, Bangladesh, **before 15 April 2014, 17.00 hours.**

Only shortlisted candidates will be notified
The BDRCS is an equal opportunity employer