Job Vacancy

IT and Website Development Staff

ASEAN Plus Three Emergency Rice Reserve (APTERR) is regional cooperation standing on humanitarian ground. The objective of APTERR is to help the members in ASEAN+3 in emergency natural disasters and other humanitarian purposes. This organisation was established under the purview of the ASEAN plus the People's Republic of China, Japan, and the Republic of Korea.

Salary: 20,000 – 30,000 (based on experience)

Start date: As soon as possible

Job Description

1. IT support and office technology

- Provide IT support to staff for computer, printer, networking, and system issues.
- Install and set up new computers, printers, software, and other IT equipment.
- Troubleshoot hardware and software problems in the office.
- Maintain stable internet and Wi-Fi connectivity.
- Assist with setting up user accounts, emails, and data backups.
- Assist staff with using software tools or new systems.

2. Website and social media development

- Update, edit, and maintain the organisation's website.
- Assist with creating new pages, improving layout, or adding new contents.
- Monitor website performance and suggest improvements.
- Ensure that the website and its server run smoothly and remain secure.
- Manage the organisation's online presence (website updates, social media posts).
- Assist with creating contents such as posts, banners, graphics, or videos.
- Help improve the organisation's visibility on online platforms.
- Collaborate with other divisions to compile and update data and information.

3. IT inventory and asset management

- Track and record IT equipment such as computers, printers, and accessories.
- Monitor stock levels of printer ink/toner, cables, and other IT supplies to ensure readiness at all times.
- Assist in purchasing IT supplies and coordinating with vendors.
- Keep equipment clean, organised, and well-maintained.

4. General Support

- Suggest improvements to make office IT systems, and website more efficient.
- Perform other IT-related tasks as needed.
- Assist with other related tasks in the office as required.

Qualifications

- Bachelor's Degree in IT, Computer Science, or related field.
- Fresh graduates are welcome.
- Basic knowledge of hardware troubleshooting, networking, and software installation.
- Experience in IT infrastructure, networking support, or related filed is an advantage.
- Familiarity with website development (WordPress, HTML/CSS, or similar).
- Experience with graphic design tools such as Canva or Photoshop.
- Experience in social media management or digital marketing is an advantage
- Ability to create simple videos or multimedia content.
- Willingness to learn digital marketing and new technologies.
- Good communication, problem-solving, and time-management skills.
- Able to communicate in English, both written and spoken.
- Ability to work as part of the team.

Benefits

- Social Security Fund
- Group Life and Health Insurance
- Dental Treatment
- Annual Medical Check-up
- Performance Bonus
- Annual Leave 10 Days
- Fund Support for Personal Development Course

Working hours

Monday to Friday 8.30 – 16.30

For more information

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