Job Announcement

The Cambodian Disabled People's Organisation (CDPO) was established in 1994 as a movement of Cambodians with disability. CDPO is a membership based, non-government organisation, representing persons with disabilities in Cambodia. We are working towards becoming "The voice of persons with disabilities in Cambodia". CDPO is now looking for qualified person for fulfils a position below:

Position: **IT Assistant**
Base in: **Phnom Penh and province**
Contract duration: **12 Months (Possible Renewal)**
Number of hiring: **01 Person**

Main Responsibilities:

1. IT Management Support

- Assist in drafting and updating IT Policies and the IT Manual as directed by the IT Officer.
- Maintain IT documentation and records.

2. Server Management Support

- Assist in updating user accounts and permissions as authorised by the IT Officer.
- Perform daily and weekly backups of CDPO documents as scheduled, and report results to the IT Officer.
- Update anti-virus protection on client computers.
- Assist in weekly server checkups and report findings.

3. Cloud and Google Drive Support

- Assist in installing cloud/Google Drive on client computers.
- Maintain and organise data on cloud and drive as instructed.
- Assist in connecting cloud/drive to clients.

4. Client Computer Management

- Register all client computers and maintain the inventory list.
- Provide first-line technical support to client computer users.
- Perform routine client computer maintenance, including daily, weekly, and monthly Windows updates.

5. Installation and Setup

- Install Microsoft Windows on client computers.
- Install Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat.
- Install anti-virus software on client computers.
- Install and set up printers on the server and connect to clients.
- Install other software as requested by clients and approved by the IT Officer.

6. Website Maintenance Support

- Assist in updating information on CDPO 's website as directed.

Person Specifications:

- A person with disability
- University degree in ICT
- 1 year experience in IT works,
- Experience in networking solution,
- Experience in deployment of disaster recovery,
- Skill in photography,
- Skill in mass media,
- Good in English
- Computer skill: Programming language, Design software, office application,
- Honestly and good communication skills.
- Commitment to learn on disability rights and issues in Cambodia,
- Quick learning and self confidence

- Assist in monthly backup of website data. **7. Mail Server Support** - Assist in setting up email accounts for clients. - Assist in monthly backup of client email into the server. **8. Fixed Asset Management** - Update new fixed assets into the Asset Register on a quarterly basis. - Update fixed asset disposal and transfer records. - Assist in organising fixed asset inspections across departments. **9. Stock Management** - Update stock cards and Stock Journal on a monthly basis. - Update stock requests into the Stock Request Journal on a monthly basis. - Update stock cards and stock requests into the Stock Control Report on a monthly basis. - Participate in quarterly physical verification of stock. **10. Reporting Support** - Prepare IT monthly report for IT Officer. - Prepare routine backup, maintenance, and stock records for review by the IT Officer. - Prepare Performance Review for IT Officer.	

Closing Date: November 27, 2026, at 17:00pm

Please read full detail of the roles and person specification and application guidelines on our job announcement.

Women, diverse people,and people with disabilities are strong encouraged to apply. Please mention your **disability type** in your CV or Cover letter. Interested candidate are requested to submit their application letters and CVs to CDPO Office at # 469, Street: 89BT, Tnot Chrum Village, Sangkat Boeung Tumpun II, Khan Meanchey, Phnom Penh, Cambodia or through email: recruitment@cdpo.org. For more information, please contact via telephone: 015/092 221 823. Only short-listed candidates will be contacted for an interview. We reserves the right to close this job early if we receive a sufficient number of application.