

**Wanted: Regional Information Technology Manager and**

 **Regional Data/Map Manager**

Open Development Mekong (ODM) is the upcoming regional expansion of Open Development Cambodia ([www.opendevcam.net](http://www.opendevcam.net/)), which provides access to environmental and socioeconomic information in various forms to encourage enlightened public discourse and policy-making. The ODM network will be a combined effort of partners in Vietnam, Thailand, Laos, and Myanmar to replicate the open access, open source model. This requires a set of websites that share a unified data/content management platform for serving as a repository of news articles, maps, data visualizations, and legal and library materials in multiple languages. Coordination with the staff of partner organizations will also be key. To that end, ODM seeks a full-time **Information Technology Manager** and a full-time **Regional Data/Map Manager**.

***Regional Information Technology Manager***

**Key Responsibilities**

1. Maintain the regional level platform, including ensuring that the site's server and other supporting systems are optimized for both back-end and front-end efficiency and security.
2. Monitor the performance of the regional site and establish/meet benchmarks in comparison with national sites.
3. Design technical improvements to bridge the various national sites, specifically to enhance:
* user-friendliness (both internal and external users),
* data visualization,
* functionality of Geoserver and other web-mapping applications,
* crowd-sourcing.
1. Train, guide and monitor country-level IT staff, in regard to their technical performance. Provide feedback on technical performance of country IT managers.
2. Develop, revise, and update training materials, tools, templates and guides to support country-level IT managers, as needed or requested. Contribute to the development of similar material for non-technical staff, as needed.
3. Facilitate the uploading and updating of data sets via graphical interface or other method that user-friendly for non-IT staff.
4. Coordinate with and act as liaison to country-level IT managers to determine ongoing technical needs; understand overall site objectives to match technology with data/content priorities.
5. Advise on technical feasibility of project targets, specifically relating to time expenditure and coding methods.
6. Troubleshoot issues that arise in regional website maintenance and advise country-level partners in managing their technical setup. Identify areas in which additional technical support is needed and possible providers of such expertise.
7. Supervise interns and volunteers contributing to technical work.
8. Promote the OD Initiative and OD Mekong at outreach events, as assigned.
9. Other tasks, as needed or directed.

|  |
| --- |
| **Requirements:** * Cambodian, Vietnamese, Thai, or Burmese nationals.
* Degree in computer science or equivalent skills in coding, website development, and server management.
* 5 years commercial or international development experience with large-scale website and database management, especially platforms such as CKAN, MySQL/PostgreSQL, WordPress, Linux, and Git as well as languages such as JavaScript and Python.
* Strong (IT) teaching, advising, and monitoring skills.
* Demonstrated skills in mapping and data visualization a plus.
* Proven ability to effectively troubleshoot technical problems and learn/teach new technologies as needed, especially for geospatial data.
* Familiar with open data concepts and the associated community.
* Self-motivated worker, who can operate effectively in a virtual workplace.
* Willingness to travel regionally and ability to work effectively with other cultures.
* Strong English language skills, including writing (technical documentation, user manuals, etc.).
* Preferably, native or equivalent competency in one or more regional languages (Khmer, Thai, Lao, Burmese, Chinese).
* Preferably, understanding of and interest in regional development, economic, and/or environmental issues, and/or interest in open data.
* Preferably, experience with user-centered site design and API/mobile development.
 |

***Regional Data/Map Manager***

**Key Responsibilities**

1. Collect, process, and publish data at the regional and country levels, across various topics or issue areas, ensuring that the OD websites contain a significant amount of high-quality, well-organized data sets.
2. Scrape and aggregate public-domain data (government documents, nonprofit reports, etc.) by monitoring many sources to build up database while noting applicable licensing restrictions.
3. Design infographics and visualizations to facilitate understanding and reuse of the data in several formats:
* tabular (CSV/Excel files)
* news articles, laws and library materials (text and PDF files)
* geospatial (SHP/KML files and geotagged media)
* images and videos (PNG and MP4 files)
1. Train, guide and monitor country-level data publishers, in regard to their adhering to standards. Provide feedback on data management of country partners.
2. Develop, revise, and update training materials, tools, templates and guides to support country-level data managers, as needed or requested. Contribute to the development of similar material for non-technical staff, as needed.
3. Facilitate the creation and updating of data sets via software applications or online services that are user-friendly for non-technical staff.
4. Coordinate with and act as liaison to other national teams for their data collection and processing; understand overall site objectives for matching to data/content priorities.
5. Advise country-level partners in managing their data and coordinate with IT staff to troubleshoot technical issues that arise. Identify areas in which additional support is needed and possible providers of such expertise.
6. Troubleshoot issues that arise in regional data management and advise country-level partners in managing their data. Identify areas in which additional technical support is needed and possible providers of such expertise.
7. Supervise interns and volunteers contributing to data processing.
8. Promote the OD Initiative and OD Mekong at outreach events, as assigned.
9. Other tasks, as needed or directed.

|  |
| --- |
| **Requirements:** * Cambodian, Vietnamese, Thai, or Burmese national.
* 5 years commercial or international development experience with large-scale content and data management, especially using platforms such as CKAN and WordPress.
* Proven ability to effectively gather, process, and publish complex data and learn new methods or technologies as needed.
* Preferably, experience with data collection or processing tools such as Import.io, ScraperWiki, R, QGIS, Google Refine, Tableau Public, and Infogr.am.
* Proven ability to effectively troubleshoot data management problems and learn/teach new technologies as needed, especially for geospatial data.
* Familiar with open data concepts and the associated community.
* Self-motivated worker, who can operate effectively in a virtual workplace.
* Willingness to travel regionally and ability to work effectively with other cultures.
* Strong English language skills, including writing (technical documentation, user manuals, etc.).
* Preferably, native or equivalent competency in one or more regional languages (Khmer, Thai, Lao, Burmese, Chinese).
* Preferably, understanding of and interest in regional development, economic, and/or environmental issues.
 |
| **Application information**Interested candidates should submit a cover letter including a detailed CV with two references using the contact details below. Deadline for submitting applications is on **8 September, 2014 at 5:00pm.** Women are encouraged to apply. Only short-listed candidates will be contacted. Applications will be accepted by email ONLY: recruitment@opendevcam.netFor more information, please visit [www.opendevelopmentcambodia.net/jobs](http://www.opendevelopmentcambodia.net/jobs)  |