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## Job Description

### ICT Specialist, Union Assembly of Myanmar

<b>Location :</b>	Nay Pyi Taw, Myanmar
<b>Application Deadline :</b>	Thursday 26 January
<b>Type of Contract :</b>	Consultancy
<b>Monthly remuneration:</b>	To be negotiated
<b>Languages Required :</b>	English & Myanmar
<b>Starting Date :</b>	13-Feb-2017 (or as negotiated)
<b>Duration of Initial Contract :</b>	10 months
<b>Expected Duration of Assignment :</b>	2 Years

#### Background

##### *Background to the Myanmar Legislature*

The Constitution of the Republic of the Union of Myanmar (the Constitution) came into force in 2008. Chapter 4 of the Constitution establishes the Myanmar Legislature or Myanmar Union Hluttaw (Pyidaungsu Hluttaw) comprising two Hluttaws that are generally equal in status:

The Pyithu Hluttaw (People's Assembly) formed with representatives elected on the basis of township as well as population and representatives being the Defence Services Personnel nominated by the Commander-in-Chief of the Defence Services. Section 109 provides that the Pyithu Hluttaw will have a maximum of 440 representatives with not more than 330 elected representatives and 110 nominated, as prescribed above; and the Amyotha Hluttaw (Nationalities Assembly) formed with representatives elected in equal numbers from Regions and States and representatives being the Defence Services Personnel nominated by the Commander-in-Chief of the Defence Services. Section 141 provides that the Amyotha Hluttaw will have a maximum of 224 representatives with 168 representatives elected in an equal number of 12 representatives from each Region or State inclusive of relevant Union territories and 1 representative from each Self-Administered Division or Self Administered Zone and 56 nominated, as prescribed above.

Following the Myanmar election held on 8 November 2015, newly elected MPs were sworn in to the Pyithu Hluttaw on Monday 1 February 2016, and to the Amyotha Hluttaw on Wednesday 3 February 2016.

*Background to Parliament Strengthening Output of the UNDP Myanmar and the Inter-Parliamentary Union (IPU).*

The Parliament Strengthening work started in April 2013. UNDP and the Inter-Parliamentary Union (IPU), has engaged with the Union Assembly of Myanmar to identify areas where the capacity of the Union Assembly can be built in order for it to effectively discharge its constitutional mandate. Based on a series of assessment missions and discussions with senior political leaders in both the Pyithu Hluttaw and the Amyotha Hluttaw, UNDP and the IPU has develop a parliamentary strengthening component which includes a long-term, multi-faceted approach to capacity building. It covers capacity building for the Parliamentarians, the Parliamentary Administration as well as for the Regional/ State Parliaments. This assignment mainly contributes to the capacity building for the parliamentary ICT and Information Management (IM) development.

### **ICT in Myanmar Hluttaw**

Between mid-2013 to date, there has been a comprehensive development in the Myanmar Hluttaw aimed towards increasing the Administration's capacities to provide better (e-)services in support of parliamentary work through the establishment of the right ICT foundations, and the implementation of efficient and modern Information Management (IM) systems.

The link between ICT and IM and the delivery of services, is that ICT provides the enabling environment, through robust and reliable data storage-, communications-, and system hosting infrastructure, and a related set of operations and management processes. Modern IM makes intensive use of this environment e.g. for creating, storing, and managing specific data and records, which are created during parliamentary work throughout the day. Such data and records can be draft legislation (Bills), committee reports, daily Agenda and other business of the plenary documents, plenary minutes, voting records and much more. Without modern IM, it is a challenge to deliver parliamentary e-services, which allow daily information and documentation to be provided (through internal systems) to Members, Committees and parliamentary staff, for them to become more effective in their work, and the public (through parliamentary web communication tools) for it to become more engaged in parliamentary work.

While there has been a steady build-up of ICT and IM capacities within the Hluttaw, the actual delivery of e-services is still in its infancy. This is mainly due to the fact that everything had to be built from scratch, starting in 2013. Putting the foundations in place, building systems and capacities to manage processes takes time. The use of technologies on the 'work floor' in the Hluttaw is something relatively new. At the same time managers and staff are keenly interested and eager to learn to adopt the new, more efficient and effective ways of conducting parliamentary work and deliver better services and information to assist MPs in their important work.

### **Objectives:**

The ICT Specialist, recruited and placed by UNDP/IPU is a management support role to the Union Assembly, with the overall duties to provide ICT planning, systems implementation, and related ICT capacity building and advisory support to the Hluttaw management, through the ICT steering committee, and the Hluttaw ICT teams. The ICT Specialist will on a daily basis provide hands-on assistance and coaching/mentoring to the Hluttaw ICT teams in overseeing all ICT operations, and system development initiatives.

In support of developing the Hluttaw ICT teams and their management capacities, the ICT Specialist will provide strategic inputs and technical guidance to the ICT steering committee, and relevant Hluttaw managers in order for them to decide on the necessary ICT organizational structure, roles, responsibilities, processes, methodologies, standard operating procedures, etc. to a level that allows internal succession to independently manage ICT and IM decision making.

### **Management arrangement:**

The position will come under the day to day management delegated to IPU under the UNDP Support programme.

**Duties and responsibilities:**

In this role, the Parliamentary ICT Specialist will be responsible for supporting the Hluttaw to meet the goals of the Hluttaw Strategic Plan 2015 – 2018 and the supporting ICT Strategy Plan 2017-2018 goals and objectives through:

- Working (as per delegation of the ICT steering committee) with the Hluttaw ICT leadership, ICT senior officers, managers and staff, in identifying areas of support, leading the parliamentary ICT operations and developing capacity building programmes that respond to identified needs;
- Helping Hluttaw ICT managers, to formulate ICT business cases, project plans and implementation proposals for Hluttaw Departments, including at the more detail level the writing of business requirements, functional and technical specifications, IT project plans, including stage planning, budgets, and resources allocation;
- Working with the Hluttaw ICT managers in supporting the daily operation of Hluttaw Data Centre, and connected networks to enable the sustained delivery of intranet and integrated web services;
- Assisting Hluttaw officials to prepare for, take part and engage in international workshops and conferences related to ICT in Parliament E.g. World e-Parliament Conferences, ICT Study Tours etc., and to learn to report and present findings upon their return to the ICT steering committees, with the aim to validate/discuss inclusion of potential relevant ICT initiatives in the ICT development roadmap;
- Assisting Hluttaw ICT managers to develop business case studies to provide for potential ICT infrastructural linkages / access between the Hluttaw and the state and regional parliaments, based on overall cost-effectiveness and ICT concepts of shared-resources/services;
- Developing IT training, learning and career development paths based on overall Hluttaw ICT needs, staff skill levels and e-Parliament best practices with UNDP/IPU ICT training programme;
- Developing and facilitating existing IT staff onto upcoming Data Centre support services to be carried out by external suppliers for knowledge transfer and learning purposes.

**Qualifications**

Education:

- Higher education in IT or Computer Science or Business Administration

Experience:

- a minimum 5 years of work experience with significant ICT project management skills, including conducting ICT needs assessments, developing ICT business cases, designing ICT implementation projects, stage planning, resource mobilization.
- Proven record of project management responsibility for organisational ICT initiatives and projects and implementing change management programs;
- Excellent knowledge of ICT system implementation stages, including business analysis, requirements documentation management, system and functional testing and quality assurance;
- Relevant work experience in ICT infrastructure management, system design, disaster recovery and business continuity planning;

- Proven ability to work and communicate with groups of technical and non-technical team members and users;
- Work experience with internet/intranet/client-server/database technologies
- Experience with data center management and network administration;
- Previous experience with modern electronic document management systems, enterprise content management and intranet platforms, knowledge management systems, digital archives/institutional repository, and office automation;

#### Competencies:

- Promotes the vision, mission and strategic direction of the Hluttaw Strategic Plan 2015 - 2018;
- Client orientation, partnering and working in/with government or international organization;
- Excellent Communication skills, including the ability to write in a clear and concise manner;
- Able to prepare strategic information and advice for decision makers;
- People management, especially performance management, team-building and staff IT training & development;
- Impartiality, political neutrality and ability to identify issues and to use sound judgment;
- Ability to work under pressure and achieve results according to schedule;
- Self-Management /Emotional Intelligence;
- Analytical and strategic thinking and results orientation/commitment to excellence; and
- Knowledge sharing /continuous learning.
- Resourceful – knows how to acquire new technical information and understandings.

#### Technical Expertise:

In-depth knowledge, current expertise and demonstrated experience in the following:

- Enterprise Content Management systems e.g. Microsoft SharePoint (2013 or higher)
- Windows based domain control, file system environments, Active directory management,
- Data Centre operations, server virtualization with VMware, backup system, Antivirus server
- Server systems and applications including e-mail, web server, file server, Virtual private network;
- Databases and web-based ICT solutions (e.g. MSSQL, MySQL, PostGre, Drupal etc);
- Relevant programming software used for portal development and/or CMS platform (e.g. PHP);
- Open Source solutions (DSpace, Koha, etc, or willing to acquire knowledge);
- Able to use MS Project and MS Visio.

#### Other:

Experience of working in parliaments or government environments is considered an advantage; - IT project management certification (or evidence of training) will be highly considered; Microsoft certifications (e.g. SharePoint) highly considered.

UNDP & IPU are committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

#### Language:

The working languages are Myanmar and English.

### Location

The ICT Specialist shall be based at the ICT offices of the Union Assembly in Nay Pyi Taw.

### **Submission of Applications**

Qualified candidates may submit their application, including a letter of interest, and a complete Curriculum Vitae, Proposals are also welcomed from IT consultancy companies.

### **Additional Considerations**

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.

### **Applications or queries should be addressed to the IPU and UNDP as follows:**

Inter-Parliamentary Union

E-mail: [yta@ipu.org](mailto:yta@ipu.org)

UNDP Myanmar

E-mail: [edin.elgsaether@undp.org](mailto:edin.elgsaether@undp.org)