



**JOB VACANCY # 009/18**

**Information Architect**

Date: 06<sup>th</sup> April 2018

Myint & Associates Telecommunications Ltd. (Myint & Associates Telecoms) is the information technology arm of the MPRL E&P Group of Companies and in the business unit of Data Center Service as well as other IT Managed Services. We provide a wide range of solution such as Colocations, Cloud Computing, and Virtualized Computing Services. Myint & Associates Telecommunications Limited fully owns Myint & Associates Data Center which is the first Tier III Design Certificate Data Center in Myanmar accredited by UPTIME INSTITUTE. Myint & Associates Telecommunications Ltd. is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title : Information Architect  
Job Grade : 5  
Duty Station : M&A Telecoms, Yangon Office  
No. of Position : 1 position  
Reporting to : Lead Engineer  
Submission Deadline : 20 April 2018

**Job Summary**

Design, Implement and Management of Corporate Intranet Portals, Corporate Internet Websites, Social Media Pages and office used Database. Provides technical support and consulting assistance to users to resolve Software and Database problems at Yangon and field offices (as needed).

**Job Description**

- Defines site objectives by analysing user requirements; envisioning system features and functionality
- Designs and develops user interfaces to Internet/intranet applications by setting expectations and features priorities throughout development life cycle
- Liaises with application vendors for developing, deploying applications according to business requirements
- Recommends system solutions by comparing advantages and disadvantages of custom development and purchase alternatives
- Designs, implements and management of office used Database
- Designs, implements and management of Corporate Internet Web Sites
- Co-ordinates with other departments to update/change corporate websites and web portals according to business requirements

- Completes applications development by coordinating requirements, schedules, and activities; contributing to team meetings; troubleshooting development and production problems across multiple environments and operating platforms
- Supports Marketing team in enhancing company's website and social media pages routinely
- Provides technical support and consulting assistance to users to resolve office used Software and Database problems by developing documentation and assistance tools
- Keeps up to date with advances in web technology and how this affects the business environment
- Reports progress to GM and Management as needed
- Supervises and supports Web and Database team members to complete assign tasks

**Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.**

### **Minimum required knowledge & experience**

#### **Education / Experience**

- Minimum 4 years working experience in a job with related job responsibilities.
- Degree or Diploma in Computer Science or IT
- Prior experience maintaining Intranet Portals / Internet Web Sites / Databases / Technical Leadership / Hosting Management is preferred

#### **Special Skills**

- Skills in Web Design/Implementation/Management, Database Systems, Hosting Management, MS Office Suite, Share Point, ASP.NET, PHP, Adobe Application Suites and others Office application features and functions
- Strong communication skills (both written and spoken English)
- Good knowledge in social media marketing tools (Facebooks, LinkedIn, Google SEO) is an advantage

Interested candidate are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte.,Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7798 - 99

Fax : (95-1) 230 7744

Website : [www.myintassociatetelecom.com](http://www.myintassociatetelecom.com)

Email : [hr@mprlexp.com](mailto:hr@mprlexp.com)

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.