



Advertisement Website and Library MIS Consultant

The Parliamentary Centre of Asia (PCAsia) is seeking for Website and Library MIS Consultant.

PARLIAMENTARY CENTRE OF ASIA

The Parliamentary Centre of Asia (PCAsia), established in early 2021 in Phnom Penh, is the successor of the Parliamentary Institute of Cambodia (PIC) founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia. The mandate of PCAsia is therefore to contribute to the strengthening of Southeast Asian Parliaments through capacity building of their staff, based on the demands or requests of each Parliament within a framework of south-south and north-south cooperation. It draws on the expertise of national, regional, and international partners (Parliaments, universities and research centres).

ROLE OF DEPARTMENT

As part of the Capacity Development Department, the role of the PCAsia Library services and Website is to maintain an up-to-date and accessible collection of relevant resources in print or digital formats to support the five focus areas of PCA work with Parliamentary staff in the region.

BACKGROUND INFORMATION ON LIBRARY AND INFORMATION SERVICES (PROGRAMME/PROJECT)

The PCAsia website, the Online Library Catalogue, and INFO-Net provide a regional platform enabling more effective information sharing between PCAsia and staff of the regional parliaments.

The Consultant is to provide maintaining services to library = maintain the INFO-NET on the PCAsia website. It is most concerning that the INFO-NET has not been updated for some months.

POSITION DESCRIPTION

Provision of appropriate digital resources, including journal articles for inclusion in the PCA Online catalogue, as well as suggested information resources for inclusion in the INFO-NET by the IT staff or webmaster.

MAIN TASKS AND RESPONSIBILITIES / SCOPE OF WORK

This includes:

- maintenance and development of the PCAsia Library including both print and digital resources, making these available via the PCAsia Online Catalogue
- developing and expanding the INFO-Net webpage and responding in a timely manner to requests from staff for Library research assistance
- maintenance of appropriate links with external partners and organizations such as IFLA, IPU and AIPA.

TIMEFRAME

- Duration: 01 June 2024 to 31 December 2024

EXPECTED DELIVERABLES/OUTPUTS

- An updated PCAsia Catalogue to include more relevant and current journal articles
- Maintain and Correct existing the PCAsia Library service, including responding to the needs of PCAsia staff including administrative staff, supervisors, program managers, and instructors.
- Manage the technical aspects of the website and work closely with the ICT specialist to upgrade content and design as required (need more training from ICT specialist and work closely with him and IT manager).
- Manage the technical aspects of the Learning Management System (LMS) platform and work closely with ICT specialist and IT manager to ensure the functioning of the platform for smooth access of all users (will get further training from IT manager and need to work closely with him).

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Master or Bachelor's degree in Computer Science or Information Technology.
- 5 years experience in an IT position performing similar duties.
- Excellent communication and interpersonal skills.
- Ability to prioritize and coordinate activities.
- Demonstrated abilities to work with minimal supervision.
- Willingness to work unsocial hours when system updates or maintenance are required.
- Strong written and spoken English and Khmer language skills.

Desirable

- Ability to work in a team.
- Experience in meeting specified deadlines, with a results-based orientation.
- Ability to deal with suppliers at the senior level.

Application Information

Interested applicant should Cover letter and CVs with expected fee in the email by **30th April 2024** to job@pcasia.org with the subject "**Application: Strategic Advisor Consultant.**". Only shortlisted applicant will be notified.