

## Start date: Immediately, Jan 2021

Position: Information Technology Associate cum Programme Associate, Content Development
Duration: 1 year, renewable at the end of duration based on performance
Location: 86, Jalan Perniagaan, Pusat Perniagaan Alma, 14000 Bukit Mertajam Pulau Pinang.
Compensation: RM2,800/month

## Purpose:

Ensure proper flow of work in the organisation and support the project teams by carrying out IT related tasks as well as IT curriculum planning within the project that will help empower today's problem solvers through engaging and exciting experiential learning adventures that inspire them to create a brighter future for all.

## Job description:

- Co-create IT systems and infrastructure such as website, automation work, and data analysis and reporting in Arus for projects and operations
- Manage, maintain & documenting Arus IT infrastructure which includes but not limited to Arus website, Arus' LMS as well as various Arus internal codes
- Research for best IT practices to increase efficiency for Arus' project and operations
- Support ad-hoc IT roles for Arus' projects
- Carry out duties to support the management team for data analysis and reporting purpose
- Research and develop content for Arus' technology curriculum

## Interest/skills:

- Interested in curating knowledge and resources for people to use.
- Passionate in trying out new technologies
- Comfortable with upskilling and getting acquainted with new technologies quickly
- Fast learner
- Able to multitask across different scope of work
- Able to work independently and as part of a team
- Passionate about teaching and creating meaningful learning experience in terms of technology education to youths

## Requirements:

- Technology related degree recommended but not required
- Technical knowledge requirement:
  - Proficient in at least 1 programming language
  - Familiar with Javascript and/or Python
  - Familiar with relational database design and SQL
  - Familiar with basic HTML and CSS
  - Familiarity with Unix system and virtual remote machine is a bonus

# JOB OPPORTUNITY [ARUS PENANG]

## Arus Education Sdn. Bhd.



- $\circ$   $\;$  Familiarity with REST API is a bonus  $\;$
- Familiarity with adaptive design is a bonus
- $\circ$   $\;$  Familiarity with microcontroller programming is a bonus  $\;$
- Familiar with data visualization and Data Studio is a bonus
- Proficient in written Bahasa Melayu & English
- Experienced in Google Productivity Tools (Google Drive, Sheets, Docs, Slides, Form, Sites)
- Familiar with Google Data Studio is a bonus
- Believe in a growth mindset for oneself and an ability to adapt to changing environments.
- Have own transport to come to office
- Able to work remotely

Interested applicants may submit their resume to hr@arusacademy.org.my