

Vacancy notice

Permanent contract

Department: Operations – ICT Unit
Post: **ICT-Administrator / Developer**

The International Trade Union Confederation (ITUC) represents the world's working people through 332 member organisations in 163 countries. We are the largest democratically elected movement in the world.

JOB MISSION

To ensure the smooth running of the ICT infrastructure and tools to support ITUC's work processes and to enable staff of ITUC headquarters and satellite offices to achieve their goals and to perform their activities and campaigns.

JOB DESCRIPTION

Main tasks will be:

- To maintain existing websites and online tools and help develop new solutions depending on the needs of the department and our colleagues.
- To test and maintain existing Infrastructure, services, and applications.
- To provide support to staff on how to use in-house solutions (service catalogue)

Specific qualifications

- Bachelor or master's degree in computer science or similar
- Minimum 3 years of experience in an ICT administration and/or development position
- Self-sufficient problem solver who can work with tight deadlines
- Adapts quickly and is open to learning new technologies and languages, ICT platforms, etc.
- Good writing and communication skills
- Multilingualism: English working language; good knowledge of one additional official ITUC language (French and/or Spanish) will be a strong asset

Professional and technical competencies

- For System Administration:
 - MS Windows
 - Hyper-V infrastructure
 - Azure
 - Office 365
 - SharePoint Online
 - Dynamics 365

- PowerShell scripting
 - As a Microsoft Cloud Expert, you are the colleague who is technically aware of the possibilities within Microsoft 365
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- For Development:
 - Front-end (HTML/CSS, JavaScript, jQuery) and back-end development (PHP, MySQL)
 - Familiarity with a PHP-based CMS is a plus, familiarity with SPIP is a big plus
 - Familiar with MS Power platform for SharePoint Online and Dynamics 365 environments
 - Angular.js for Dynamics 365 website

Interpersonal skills

- Service orientation
- Teamwork and co-operation
- Relationship building

Personal values

- Spirit and commitment to solidarity, democracy, equality, and social justice
- Spirit and commitment to trade union movement and values of the organisation
- Integrity and discretion
- Cultural awareness and respect for diversity in a multicultural work context

We offer an attractive salary and benefits package.

Once appointed, the postholder must live within daily commuting distance from the Brussels' office.

The ITUC is an equal opportunity employer and we encourage appropriately qualified candidates, especially women, candidates from developing countries and minorities to apply.

Applications: CV and cover letter should be sent in English to HR @ jobs@ituc-csi.org