IT Officer

Job Title: IT Officer
Unit: Information Technology
Reports to: Head of IT
Location: Brussels, Belgium
Duration: One-year, renewable employment contract, governed by Belgian law.
Renumeration: Gross annual salary in line with the sector, commensurate with skills and experience. Meal vouchers, and public transport reimbursement benefits.
Starting date: as soon as possible
Contract: part time 30 hours per week. Candidates need to qualify for a work-permit in Belgium.

About Protection International:
PI is an international non-profit organization that supports human rights defenders in developing their security and protection management strategies. PI researches strategies and security management tools that protect human rights defenders, and shares its expertise in this area with people at risk due to their human rights work.

PI tailors its approach to context and profile and always works in partnerships with defenders and local human rights movements. Protection International has been working since 2004 with local partners in over thirty countries across the globe. Currently PI maintains presences in Thailand, Indonesia, Kenya, DR Congo, Colombia, Guatemala, Honduras, and Belgium.

With a view to extending its IT capacities, HO Brussels is looking for an IT Officer, who would work under the direct supervision of the IT Officer.

JOB DESCRIPTION

Key objectives and responsibilities:
The IT Officer at Protection International Head Office in Brussels is responsible for the management, procurement, maintenance and upgrade for the IT environment in Brussels, and in the field offices both remotely, and during field visits.

Key responsibilities

- IT support of Windows/Linux clients, and smartphones
- IT support of MS Office, LibreOffice, Thunderbird, GPG encryption, Nextcloud, and other software solutions.
• Administration and support of IT systems and servers
• Communication, and coordination with external IT providers
• Provide remote support, and guidance to local IT consultants

ESSENTIAL REQUIREMENTS

• Bachelor, or master degree in Information Technologies (system administration, programming).
• At least 3 years of prior experience as IT system administrator (Windows/Linux Client, and Server, AD/DC, bash, LibreOffice, MS Office, network infrastructure, etc).
• Experience, interest, and strong commitment to provide remote support and proactively engage, and support staff worldwide to resolve IT problems,
• Knowledge of digital security and ability to provide advice and implement digital security practices
• Sound experience, interest, and commitment to migrate more of our IT services towards open standards, and open source solutions
• Awareness of the environmental impact of IT Services, and motivation to go the extra mile to improve our ecological performance (reduce, reuse, recycle)
• Experience in the NGO sector and commitment to human rights and the values of Protection International
• Fluency in English (oral and written). Good working knowledge of Spanish or French a strong asset.
• Motivation, and ability to occasionally travel overseas
• Motivation to learn about human rights defenders issues and to go the extra mile to support them

HOW TO APPLY
To apply for the position please send your resume (CV) and cover letter (max one page) before 03th May 2020 (24:00 UTC+1) to the following email: recruitment@protectioninternational.org and include the subject line: “IT Officer”. Please include your name in the file name of your application documents, e.g. Nam_Sutthida_CV.pdf.

Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted for an interview. All interviews will be held by Wire, Skype or in person depending on the candidate availability.

Protection International is a equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Protection International will use candidates’ personal data for the purpose of this recruitment process only. All personal information will be deleted 30 days after the selected candidate has taken up his/her position.