

Online Systems Officer

Start date: 01 August 2018

Duration: 12 months

Deadline for application: 25 June 2018

ICLEI – Local Governments for Sustainability is a network of over 1,500 local governments in 68 countries that are dedicated to sustainable development. It has 15 offices servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability. The European Secretariat is based in Freiburg, Germany.

The European Secretariat of ICLEI - Local Governments for Sustainability seeks to fill the position of 'Online Systems Officer' within its Communications and Member Relations team.

The Communications and Member Relations team coordinates all necessary promotion, marketing and communication activities to shape ICLEI's as well as projects' visibility to the outside world. This includes representing ICLEI through all modern communication and information channels, as well as organising and supporting events. The Communications and Member Relations team is also the portal for ICLEI's membership relations.

Tasks and responsibilities:

Conceptualisation and implementation of projects and ICLEI internal work areas, under supervision of the Online Systems Coordinator within the following areas:

Content Management System:

- Maintenance, administration and further development of existing as well as new web systems based on the Content Management Systems Typo3 and Drupal
- Conceptualisation, research and carrying out of feasibility studies on further feature development.
- Providing first level user support for our in-house project editors on Typo3
- Provision of Typo3 training sessions for new staff as well as for advanced users including delivery of training- and support material

Website development:

- Conceptualisation of website templates based on given graphic designs and implementation using HTML/CSS/Javascript
- Conceptualisation and implementation of dynamic online/offline systems mainly using PHP, MySQL and Typo3/Drupal as the main CMS systems from the very beginning of the project specification.
- Use and further develop of existing online systems e.g. based on PHP/MySQL, Typo3, Drupal, etc.
- Administration and maintenance of further online systems provided by international web service providers (Web servers, Mail servers, DNS, Database systems, etc.) to maintain our web environment
- Maintenance and development of user support and help material for ICLEI's online systems.
- Maintenance and further development of existing systems/platforms, consisting of

external system services (e.g. Drupal-based systems (Open Atrium), WordPress, Moodle, etc) or customised, in-house developed systems.

Technical research, development and piloting:

- Contributing to the elaboration, research and piloting of future oriented concepts, strategies, systems, tools, programming techniques, frameworks and languages
- Permanent assessment and research of modern web systems (e.g. Content Management Systems) or development techniques and frameworks

Communication and support:

- Personal and independent communication and support to user requests
- Involvement in acquisition activities
- Development and maintenance of detailed and concise documentation and support material

Skills and qualifications:

- Academic degree in the field of computer engineering and IT development
- Advanced knowledge in HTML/CSS/PHP/MySQL/Javascript
- Knowledge of the concept, usage and implementation of modern Content Managements Systems with an emphasis on Typo3 and Drupal.
- At least one year of work experience in the field of web systems and development, ideally in an international environment
- Strong emphasis on producing well structured, well documented and re-usable quality code
- Strong emphasis on good and structured documentation
- Strong organisational skills and the ability to work on a multitude of projects in parallel
- Capacity to work both independently and within an international team
- Excellent communication and interpersonal skills (orally and in writing). Ability to communicate and present technical systems, processes, features and needs to non-experts
- Ability to manage time, prioritise tasks and produce good quality work within tight time constraints.
- Confidence in communication in English, German is an advantage.
- Creative, forward thinking and proactive attitude.

Conditions:

- Limited contract duration of one year
- 80-100% contract with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 45.600 – 48.000 per annum for 100%);
- Place of work: ICLEI European Secretariat, Freiburg, Germany
- Workings hours for 100%: 40 h/week, six weeks of paid leave per annum
- Working language: English
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

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Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

Please apply in writing, including a CV and letter of motivation to:

jobs.europe@iclei.org

For more information about ICLEI visit:

www.iclei-europe.org

ICLEI Europe's Equal Opportunity and Employment Policy

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their qualifications and competencies.