Intern vacancy / Database and IT Support Officer

Le JESC

Le JESC est une ONG européenne avec la mission de chercher un engagement critique et constructif avec les politiques européennes. Notre mission est de rester proche de la réalité des personnes pauvres et marginalisées, de présenter des analyses compétentes et de stimuler un plaidoyer pour des politiques justes. Le JESC est une œuvre jésuite, portée par la Conférence des Provinciaux Européens. Le JESC exprime l'engagement de la Compagnie de Jésus pour une Europe basée sur des droits humains, la liberté et la solidarité.

JESC is currently in the process of preparing a new project called European Leadership Programme (ELP). The ELP will offer young professionals a scheme covering work experience, leadership training, Catholic social teaching and engagement, spiritual accompaniment and living together. We are looking for an intern to join our team for an initial period of 7 months in order to be able to join the ELP later in 2019.

FUNCTION DESCRIPTION

We are looking for an intern to design, administer, evaluate, implement and maintain JESC's databases and provide the primary desktop and software-related technical support for problem resolutions with server administration, user account maintenance, network security, as well as plan future upgrades and technology enhancements. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

TASKS
Responsibilities

- Instal and configure computer hardware, software, systems, networks, printers and scanners
- Monitor and maintain computer systems and networks
- Set up accounts for new users
- Follow the organization backup, virus protection and security procedures
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Assist in database design
- Update and amend existing databases
- Set up and test new database and data handling systems

- Train colleagues in how to input and extract on the use of the standard software applications/databases, as needed

Desired qualifications
- Organizational and management skills
- Ability to be Flexible and go beyond Job Description to perform other duties and gain new valuable skills
- Ability to work independently as well as part of a team

The successful candidate will be part of a small, international, self-managed and highly motivated team, currently defining all aspects of the emerging European Leadership Programme. The successful candidate is expected to actively take part in this start-up-like process in order to develop his/her leadership skills based on own initial professional background of an office manager.

PROFILE
- Bachelor's or Master's Degree in Computer Science
- Professional training and/or certification in advanced use of relational databases
- Excellent knowledge of Google and Microsoft Office® products, specifically Word, Excel, Access, Outlook and PowerPoint
- Previous proven experience in IT systems, preferably in the financial services
- Advanced knowledge of English and French
- Willingness to take care of and help in creating a work-efficient and motivated environment and to train end users to intermediate and advanced level
- The candidate should be of minimum 23 years old and of maximum 28 years old

EMPLOYMENT
- **General**
  - Office hours to be determined by JESC's *règlement de travail*
  - Location: European Quarter Brussels
  - Expectations: Do not apply if you expect this position to be a Brussels-bubble all-is-provided internship. Do apply if you are willing to endure, and benefit from, the occasional challenges of an NGO-type start-up using simple tools and modest material conditions.

- **Contract** (38hrs/week):
  - Duration: until 31 December 2018 (with a possibility of one extension)
  - Reimbursement of apx. €1.400/month (net)

- **Expected start date**: 18th of June 2018

- **Application**
  - Should include:
    - *Curriculum Vitae;*
    - Letter of Intent in English explaining your competency for this position;
    - Essay in French (of about 500 words) outlining two of your main achievements? Please describe what they were, the process you went through and their positive outcomes for you and other people;
    - List of two references (one personal and one work-related);

- A short (2-3 minute) video self-presentation in English or French: Explain how you will go beyond your particular role as a Database and IT Support Officer in order to build up the JESC team as a whole
- Should be submitted to [this form by 4th of June](#) 2018 at 10am (a Google account may be needed to submit the form)
- Only candidates with a right to work in EEA countries will be considered
- Only candidates selected for exams and interviews will be contacted