



JESUIT EUROPEAN SOCIAL CENTRE
Vision and values for Europe

Call for IT & Data Support Assistant

ROLE DESCRIPTION

The successful candidate will support the organization in providing technical support to ensure that the whole company runs smoothly and in analysing the data in order to make solid decisions.

DEPARTMENT: Communication

REPORTING TO: Communication Circle leader and JESC Director

DATE: July 2020 (one-year assignment)

LOCATION: Brussels, 1040 Etterbeek

CONTRACT: Convention d'immersion professionnelle, i.e., paid traineeship, 38hrs/week

REIMBURSEMENT: €1.250/month brut

Further benefits to be discussed during the final interview.

Only candidates with a right to work in EEA countries will be considered.

Only candidates selected for exams and interviews will be contacted.

ABOUT JESC

JESUIT EUROPEAN SOCIAL CENTRE is a faith-based organization that focus its work on four main priorities: European Affairs, Ecology, Social Justice and Leadership.

More on <http://jesc.eu/>.

WE ARE LOOKING FOR THREE MAIN TRAITS:

- The ability to provide technical support ensuring the whole company runs smoothly
- The ability to manage time and effectively prioritize numerous projects at one time
- The ability to collaborate with team members across all departments to assist them with their technical requirements

RESPONSIBILITIES:

- Website management (hosting, setup, updates, backup etc);
- Liaise with Communication Team for the maintenance and development of the websites;
- Provide support, including procedural documentation and relevant reports;



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- Installing and configuring computer hardware, software, systems, networks, printers and scanners;
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality;
- Planning and undertaking scheduled maintenance upgrades;
- Setting up accounts for staff, ensuring that they know how to log in and solving password problems;
- Test, evaluate, and make decisions about new technology for the business;

REQUIREMENTS AND/OR ESSENTIAL QUALIFICATIONS

- **Education:** Master's in Business Information Technology, Computer Science, Information technology or similar
- **1+ years of experience** in a technical support role.
- **Languages:** English C1 (Written and spoken) and French B2 essential, additional languages desirable
- **Competencies:** Strong attention to detail, Problem solving skills, Active listener, Solutions oriented, Strong interpersonal skills, A logical mind, Enthusiasm for continual learning; The ability to analyse, model and interpret data
- **Proficient** capabilities in a wide array of IT fields; software + hardware support and acquisition recommendations, operation of CMS-based websites, operation of external servers and more.

NICE TO HAVE

- Basic understanding of EU Affairs
- Knowledge of GDPR
- Driver's license category B
- SEO
- Knowledge of Spanish or German or Dutch

APPLICATION

Please send an email with the subject **IT & Data Support** to apply@jesc.eu with the following attachments:

Letter of Intent, explaining your motivation and competency for this position (about 500 words).

Curriculum Vitae in English.