Vacancy Notice

Permanent Office of the International Holocaust Remembrance Alliance

Job Title: External IT Consultant

Location: Berlin, Germany

Duration: Minimum of six months (with the possibility of extension)

Estimated Start Date: April 2017

Background

The International Holocaust Remembrance Alliance (IHRA) currently has 31 member countries, 11 observer countries, and seven permanent international partners. It consists of representatives of government, as well as governmental and non-governmental organizations. Its purpose is to place political and social leaders' support behind the need for Holocaust education, remembrance, and research both nationally and internationally. To this end, the IHRA brings together diplomats and experts on a bi-annual basis to formulate policies and recommendations on political, educational, academic and remembrance issues related to the Holocaust. Furthermore, the IHRA reviews and funds multilateral projects that seek to promote Holocaust education, remembrance and research.

The IHRA's Permanent Office in Berlin coordinates the activities of the IHRA. Headed by an Executive Secretary and supported by the Communication Officer, Program Officer, Executive Officer and the Program and Working Group Assistant, the Permanent Office provides advice to the IHRA Chair and assists with the implementation of the Chair's policy priorities, supports the preparation of the IHRA Plenary meetings, implements the policy recommendations formulated by the Plenary, represents the IHRA at international meetings, processes grant proposals, maintains the IHRA website and online network, manages the annual budget and administrates the IHRA's institutional archive.

The Position

To facilitate its diverse IT and virtual communication tasks, the IHRA uses *Microsoft O365*, particularly the solutions *SharePoint* and *Yammer*. Additionally, the IHRA is implementing the Customer Relationship Management system *Microsoft Dynamics*.

To further professionalize the use of these Microsoft tools, the IHRA is looking for an external consultant who will render mostly conceptual but also practical support for Microsoft products. The tasks of the consultant will include (but are not limited to) the following:

- Provide user support for the PO staff
- Help ensure best practices in the application of Microsoft products
 - o Advise on the use of metadata
 - o Regularly check and give feedback on the use of metadata
 - o Provide information and training on the newest developments in the field
- Coordinate the creation of automated workflows
- Coordinate and participate in the creation of test scripts
- Conduct tests of newly acquired/developed solutions
- Support the creation of a SharePoint based record center (archive)
- Advise on possibilities to use SharePoint for publicly accessible websites

- Support external consultants/companies during the implementation phases of new solutions
- Advise on possibilities to make SharePoint available to all delegates of the IHRA
- Support the coordination of the ongoing integration of different Microsoft solutions, particularly the possibility of a single log-in procedure for the IHRA's delegates to access Yammer and the CRM portal

Requirements

- In-depth knowledge (certified) of Microsoft products and tools, especially for the O365 online applications SharePoint, Yammer and Dynamics
- Awareness of the most recent developments in these Microsoft products
- Willingness to collaborate with the PO staff and other external service providers
- The consultant must be able to translate the needs of the IHRA staff and delegates into technical feasible solutions and vice versa
- Ability to coordinate between IHRA staff/delegates and Microsoft service providers
- Physical presence in Berlin is necessary from time to time
- Excellent English skills, a good command of German is a plus
- Experience in working with international organizations would be considered an asset
- Sensitivity to Holocaust related issues

The workload of the consultant will range from 30 to 40 hours per month. Generally, the consultant is free to schedule their working time as they please, but will be required to participate in meetings, workshops or conference calls from time to time.

The duration of the contract will be six months with the possibility of extension.

How to apply

If you fulfill the requirements and would like to support a fast paced international organization as an external consultant, please send us a cover letter (outlining your experience, motivation and suitability for the position with reference to the above requirements, as well as your general availability and hourly rate), your CV and a list of at least three relevant Microfost-related projects you have worked on to date. Please send your application to recruitment@holocaustremembrance.com with the subject line "External IT Consultant – [Firstname Surname]".

The deadline for applications is **26 March 2017**.