



We are seeking to appoint a

## Head of Cell IT Development

Occupational category<sup>1</sup>: 2.20. ICT Expert at the Office of the Secretary-General  
(Full-time post – 37h30)

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 28,000 pupils on roll. The Office of the Secretary General is the central office responsible for managing the European Schools system.

### Description of the function

Assisting the Head of ICT in developing and maintaining the strategies for system development in the European Schools and at the Office of the Secretary-General (OSG) in order to achieve objectives in the following categories:

- Management of IT Development projects;
- Management of the budget allocated to IT Development;
- Effective and efficient coordination and collaboration with external and internal stakeholders.

### Main Duties:

All duties concern always the Schools and the OSG.

- Ensuring the availability of the IT services (and existing applications);
- Acquisition and maintenance of the necessary IT solutions and tools;
- Responsible for the compliance with legal requirements and the GDPR on system development;
- Drafting the functions that will have to be developed according to the plans drawn up at the design stage and according to the chosen methodology;
- Development, implementation and coordination of the necessary enterprise, solution & system architectures;
- Development and support of efficient and secure integration of systems & solutions;
- Development and maintenance of efficient services and functions for statistical processing, reporting and BI.

The development cell consists of 5 employees (including the Head of cell) and it is in cooperation with the HoU the assistant's responsibility to involve the other employees effectively in the above-mentioned tasks.

### Profile required:

- **Bachelor degree** (minimum of 3 years of higher education) in Information Technology or Computer Science **and Experience of at least five years** in the area of IT development team;
- Experience in project management;
- Experience in team management and leadership;
- Knowledge in different development paradigms and methodologies (SCRUM, AGILE, KANBAN), team management methodologies and software architecture;
- Good understanding for IT, information security and GDPR;

<sup>1</sup> <https://www.eursc.eu/BasicTexts/2007-D-153-en-10.pdf> (pages 23 and 28, grade 5-7).

- Excellent planning and organizational skills;
- Respect for deadlines and ability to work under pressure;
- Ability to work autonomously and proactively, to take initiative but also to delegate and to collaborate in a team;
- Very good communication (oral and written), interpersonal skills;
- Excellent leadership and positive approach (ability to motivate and inspire the team to maintain a constructive dynamic working environment);
- Conflict management skills;
- Professional curiosity, interest for new technologies and current advances in the field of computer science;
- Experience with Reporting Services, BI solutions such as Power BI, SAP-BO;
- Experience in Microsoft solutions and technologies such as Office365, Azure, SharePoint, Dynamics, Teams;
- Experience in implementing and deploying cloud solutions;
- Knowledge of SQL (SQL SERVER, MySQL);
- Experience of work with software architecture (as a solution architect, enterprise architect, cloud architect);
- Good understanding of system integration technologies and solutions;
- Knowledge of languages:
  - **Excellent** command English (**minimum** level **C1** according to the Common European Framework of Reference for languages- CEFR standard or equivalent),
  - And **Good** command of French (**minimum** level **B2**).

### **We offer:**

- **A permanent contract** under the conditions provided by Belgian labour and social law;
- A challenging position in an international team;
- Possibilities for professional development;
- Free schooling in the European Schools.

### **Interested?**

**Fill out the online form [here](#) and send your application** (motivation letter in Word format, CV in Europass format and copy of the requested diploma) **to:**

**[OSG-RECRUITMENT@EURSC.EU](mailto:OSG-RECRUITMENT@EURSC.EU)**

**By 28 February 2021** at the latest.

***Respect of instructions for applying might be considered for the preselection, therefore please be mindful.***

The 'subject' of the email has to be filled in as follows:

**Head of Cell IT Development - Name and First name (example: Head of Cell IT Development – Dupont Jeanne).**

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number **1** for the **Motivation letter**, number **2** for the **CV** and number **3** for the **copy of the diploma**: (example : **Head of Cell IT Development– Dupont Jeanne 1**).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the Administrative and Ancillary Staff (AAS) of the Office of the Secretary general » (2018-11-D-13-en-1), effective from May 25, 2018 and available on <http://www.schola-europaea.eu/download/HR/2018-11-D-13-en-1.pdf>