



*Job vacancy*

**IT Advisor**  
*Head office*

*Deadline for applications: 11 October 2023*

*VVOB is an international NGO with programmes and projects in 9 countries worldwide. Our head office is based in Brussels, Belgium.*

*When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.*

*Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?*

*We are looking for an IT Advisor who will operate from our **office in Brussels, Belgium**. Do you want to take on this challenge? Then continue reading!*

## **Purpose of the function**

The ambition of VVOB is to ensure that learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central. As IT Advisor you contribute to this ambition and these values by being responsible for planning, implementing, and monitoring all IT operations in the country. You ensure that VVOB IT processes and systems run smooth within the limits of requirements, specifications, costs, and timelines.

You report to the Global Director of Finance. You are part of and work closely together with members of the finance team. Furthermore, you work closely together with the other departments at HQ and the offices in the countries.

## Responsibilities:

- You set and operationalize the Global IT Strategy and Objectives: you provide advice and guidance in **developing, implementing, and monitoring local VVOB IT policies, procedures, and practices.**
- You **coordinate all IT related matters**; select and implement suitable technology to support operations, plan the implementation of new systems, oversee the technological infrastructure within the organisation, approve purchases of technological equipment and software and establish partnerships with IT providers. Furthermore, you ensure internet security and set up data privacy principles.
- You **advise and support management and employees** by analysing the costs, value, and risks of information technology.
- You **keep abreast with new developments and latest research and thinking in IT** and share new insights with partners and VVOB colleagues.
- You have a **clear focus on data protection and privacy** and advise and guide VVOB colleagues on this.

## If you're our IT Advisor, your workweek at the office may include the following highlights:



Next week 2 new colleagues are starting at head office. You ensure that their accounts are being set up and that hardware can be provided on their first day.



In South Africa they need to purchase new laptops to provide some of our partners with the necessary equipment to organize teacher trainings. You support the team in South Africa in drafting the technical specifications in the ToR for this assignment.



Lunch! An ideal moment to catch up with your colleagues at head office.

The grants coordinator at head office is reaching out to you with the news that a new donor contract has been signed in Zambia and the budget has to be uploaded into Navision and the colleagues at the country office are in need of a new SQL report to follow up on the spending within this new project.



Following you have a meeting with the Director of Finances on the status of the ongoing project in Ecuador to facilitate an easy data transfer between Navision and the local accounting system. You have been coordinating this project with the external service providers.

*Does this look like your dream job?*

*Then read on and check whether your profile matches the job requirements!*

# Who are you?

## Your expertise & experience

- You have a master's degree in computer science, engineering or related field or equivalent experience.
- You have an in depth understanding of IT systems and infrastructure including java, HTML, Active directory and O365.
- You have good knowledge of internet security and data privacy principles.
- Having a basic accounting knowledge and expertise with Navision and SQL is a plus.
- You are Fluent in English and Dutch.
- This position is under a national Belgium contract so open to candidates with a validated work authorization to work in Belgium.

*If you are an enthusiastic candidate who recently graduated or has limited experience who wants to take up this challenge and gain a first experience in IT management in an international setting, we look forward to receiving your application. VVOB believes in competences and motivation of candidates and is ready to support junior profiles to develop their potential to the fullest.*

## Matching competences

Curious to learn more about our competences? You can find the competence dictionary in the HR library on the HR SharePoint, together with the competence profiles.

*VVOB core competences:*

- Result-oriented
- Continuous improvement
- Cooperation

*Function specific competencies:*

- Reliability
- Development oriented
- 360 Empathy
- Communication skills
- Problem Analysis and Judgment

## What we're offering:

- A full-time contract of indefinite duration.
- Salary according to salary scale A111 (cf. Flemish government), free travel to work with public transport, meal vouchers, hospitalisation insurance, group insurance and an assistance insurance.
- An exciting job in a growing organisation with varied responsibilities.
- A dynamic and supportive environment enabling continuous professional development.
- The possibility to work 60% from home in order to align your work and private life in the best possible way.

### Join us:

- As soon as possible!

### Your office:

- Head Office Brussels, Belgium

### What's next?

Your motivation letter and a detailed CV are expected no later than October 11, 2023. Please use the webform to apply for this vacancy: <https://www.vvob.org/en/werken/ind/it-advisor>.

Shortlisted candidates will take a written test, go through an interview process and an assessment, before a final offer.

**VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability.**

Is this not exactly the job you are looking for? Please have a look at our other vacancies at: <https://www.vvob.org/en/vacancies>.



**VVOB – *education for development***

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