



**ADRA**  
**EUROPE REGIONAL OFFICE**  
**Job Announcement**

**Technology Support Coordinator**

**ADRA Europe** Is an exciting workplace established as the Regional office of the ADRA Network in Europe. We are the Seventh-day Adventist Church's relief and development organisation. We are part of a global network, present in 118 countries and work directly with 30 offices in Europe. Our work is based on the Christian perspective of humanity and respect for individual dignity.

**Job Title** Technology Support Coordinator

**Reports to:** Regional Director and Network Technology Futurist

**Resume of the Job:**

1. Gather information on the IT products used by European Offices
2. Train ADRA offices in the use of ADRA Source tools

**Percentage of Time:** 70%

**Job Description:**

- Map the use of main IT tools by European Offices.
- Disseminate information to European Offices on appropriate IT Tools.
- Coordinate with ADRA I Technology Team on the appropriate tools for Europe.
- Study and understand the ADRA Source Tools.
- Develop training sessions with European ADRA offices to use ADRA Source.
- Gather information from country offices and regularly report to ADRA I Technology Team.
- Perform other duties as designated by the Regional Director.

**Education of the Candidate:**

- Advanced degree in IT and / Communication
- Fluent in oral and written English
- Knowledge of any other European language(s)
- Excellent knowledge of IT Tools.

**Competences:**

- Five years or more of experience as an IT expert or Communication / Sales.
- An understanding of ADRA Network.
- Excellent communication skills, both verbal and written.
- Proven training and administrative abilities.
- Knowledge and experience in IT Tools.

- Have an interest in and an aptitude for cross-cultural activities.
- Pro-active and results-oriented mindset.
- Show initiative and be self-motivated.
- Be guided by transparency and accountability principles at work.
- Excellent time management skills with the ability to plan.
- Ability to work autonomously and as part of a team.
- Motivation to work in a faith-based civil society organisation

#### **Travel**

- Availability for international travel required, approximately 25% of the time.

#### **Mental/Emotional Requirements:**

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines on time; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public professionally and pleasantly.

#### **Physical Requirements:**

The successful candidate must be able to perform essential job functions with or without accommodation. The incumbent should be in optimal health and available for travel in general.

**Remuneration and Benefits:** According to experience and the SDAC wage scale

**Contract Term:** 10 months

**Deadline for applications:** 15<sup>th</sup> July 2022

**Address for applications:** info@adra.eu

*ADRA considers diversity an asset and human uniqueness an important resource. All interested and qualified candidates are encouraged to apply for the position.*

*In ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. In the process of recruitment, selection, and appointment, we implement a range of procedures and actions, including background checks to ensure the safeguarding of children and vulnerable people and the prevention of abuse.*