

IT Administrator

Reporting to: Finance and General Services Department

The International Council of Museums (**ICOM**) is an international organisation, which gathers museums and museum professionals. ICOM is:

- A network of 44,000 museum professionals in 138 countries and territories
- A forum of experts composed of 120 National Committees and 30 International Committees
- A non-governmental organisation (NGO) committed to research, professional training and heritage protection

Official website: <http://icom.museum>

Job Description

The IT Administrator will be based at the ICOM Secretariat in Paris, which is composed of 28 staff members. Reporting to the Finance and General Services Department, the IT Administrator will manage the organisation's IT systems, ensuring their proper functioning and updating them as necessary, and will support the Secretariat team and the ICOM committees in their usage.

Project Management :

- Assist staff in defining their technical needs
- Write technical specifications and briefs, in collaboration with general management and users
- Oversee the implementation of projects (identifying and managing resources, planning, budget management)
- Liaise with the various service providers
- Ensure the operational coherence of the information systems
- Monitor developments in sector-related technology
- Validate the quality of deliverables
- Manage the organisation's IT stock
- Collaborate with the Membership Department
- Develop a strategic plan based on orientations provided by general management

IS Administration:

- Maintain and enhance information systems
- Ensure adherence to maintenance contracts and the quality of data
- Implement technical procedures to secure the information systems
- Analyse the performance of information systems and suggest improvements
- Identify and manage malfunctions ; implement corrective measures
- Install IT equipment (software, material, ...)
- Advise and assist development and IT production teams, as well as users, in their choice and implementation of technical solutions
- Monitor the activity of Musedoma (Museum Domain Management Association, domain.museum), in conjunction with AFNIC

Support:

- Administer and supervise operational and technical tests
- Update documentation
- Assist and train new users in processes and applications
- support to other departments if necessary

PROFILE

Education: University Diploma in IT

Experience: databases; project management

Aptitudes: Team player, rigour, organisational skills, service-minded
Ability to work in an international environment

Skills: Fluent English and French; a good knowledge of Spanish desirable

Knowledge of information systems and IT security
SGSB, networks, web, AD, office 365

Budget management

Planning and project management tools

Analysis methods (systemic, operation, risk)

If you are interested in this offer, please send your candidacy to icom.jobs@icom.museum before 9 October, 2019. Interviews will be held on 21 October.