



## **OFFICE 365 EXPERT**

### **CONTEXT**

Initiatives of Change International is looking for a tech savvy individual experienced in implementing Microsoft Office 365 platform and can do hands-on work on a variety of tasks such as creating and editing user accounts, answering queries, demonstrating how to create solutions in SharePoint, and in general, how to meet online collaboration needs through this platform.

### **PRIMARY TASKS AND RESPONSIBILITIES**

- Add, edit and remove users
- Create libraries, lists, etc. on SharePoint as per users' requests
- Troubleshoot issues
- Provide training, help and documentation
- Be the contact person with Microsoft for all issues and requests

### **KEY QUALITIES, COMPETENCIES AND EXPERIENCE**

- You must be passionate about IofC's mission, committed to its values and possess a working style that reflects these.
- Experience and certification in SharePoint Administration would be an asset.
- Competent in written and oral communication in English.

### **APPLICATION**

Are you interested? Send to [volunteer@iofc.org](mailto:volunteer@iofc.org):

- A short letter of motivation
- Your Curriculum Vitae (Word or PDF format).
- Two references (incl. names/contact details): one work-related and one personal.

**Closing date for applications: 15 May, 2015.**

**Interviews will be held: end of May, 2015**