



INTERNATIONAL FEDERATION OF ORGANIC AGRICULTURE MOVEMENTS

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IT OFFICER

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IFOAM represents with its 750 member organizations in 108 countries the organic sector on international level. Communication with our membership, the organic sector and the general public is crucial to fulfill our mission, which is leading, uniting and assisting the organic movement in its full diversity.

Expertise in modern software and hardware technology is required to provide a proper infrastructure for IFOAM's daily operations. In early 2009, IFOAM introduced *SALESFORCE* as a new online database system (based on SQL), combining all IFOAM needs for providing innovative web 2.0 benefits to the members of a global organization.

The IT Officer works as part of the IFOAM Head Office team in the office in Bonn/Germany.

JOB RESPONSIBILITIES of the Officer include, but are not limited to:

- LAN and WLAN administration
- Webshop management and maintenance
- Assistance in general website maintenance
- Design and production of electronic publications (CDs, downloads)
- Software and Hardware maintenance & trouble shooting, general IT support to staff
- Survey and procurement of IT and other electronic equipment
- Implementation of backup and restore systems
- Supervising the further implementing of Salesforce CRM as newly introduced databank software
- Constructing and maintaining databases
- Assisting the Events department in online registrations and event administration
- Facilitating electronic communication with membership, stakeholders and general public

SKILLS & REQUIREMENTS

Required

- ✓ IT related educational background and/or experience in the field
- ✓ Advanced software skills with databases, internet content management systems, email lists, MS office, Anti-Virus,
- ✓ Dedication and motivation to solve all kind of computer and IT problems
- ✓ Verbal and Written communication skills:
 - Excellent command of English, written and spoken
 - Willingness to learn basic German, particularly with regard to computer interface systems.

- ✓ Strong organizational skills and ability to handle multiple assignments and meet deadlines in a structured way
- ✓ Personal integrity & stability
- ✓ Capacity to work independently, however with team spirit

Preferred

- ✓ Basic editorial skills including formatting and editing
- ✓ Beginner skills in In-design, CD labeling and animation software
- ✓ Experience writing html, Java and cascading style sheets codes.
- ✓ Experience in Drupal and webEdition CMS.
- ✓ Fluency in another spoken language

CONDITIONS

Full time position is preferred. Part-time possible.

Salary is foreseen at entry level. The contract conditions will be negotiated depending on the background of the applicant.

28 days of vacation annually.

Preferred starting date: August 2009.

APPLICATION

Please find the application form to be completed by the applicants at http://www.ifoam.org/about_ifoam/inside_ifoam/jobs.html

Applications accepted electronically until July 15, 2009. In addition to the above form, applicants should submit their CV and if available a sample of their electronic design work. Salary expectation and other working condition requirements should be included in the application. Names and contact details of 2 references should also be submitted with the application.

For further information please contact Thomas Cierpka, IFOAM Senior Manager Human Resources and Administration under t.cierpka@ifoam.org

Please submit your application to Martin Pairet,
email m.pairet@ifoam.org