

Terms of Reference

Knowledge & Systems Administrator

Background:

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 3 million people construct, rehabilitate or preserve homes since 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. For more information, please visit <https://www.habitat.org/emea>.

Habitat for Humanity Area Office for Europe, Middle East and Africa with location in Bratislava is looking for a Consultant to help the Human Resources/Learning and Organizational Team with the design and administration of internal online systems, such as the Area Office intranet sites and other internal platforms and creating knowledge products such as infographics, visuals and toolkits.

Consultants' Responsibilities/Duties:

The main responsibilities would be to support Learning and Organizational Development Specialist, HR/LOD Team and EMEA IT with:

- Habitat EMEA Intranet content management and administration
- Design, architecture and functionality finalization of Habitat EMEA Intranet
- Development of visual products in compliance with HFH branding guidelines
- Capacity building of staff to work with online platforms and systems
- Assistance for EMEA IT and user support with software and hardware problems
- Participation in development of IT solutions
- On-site infrastructure support for services managed remotely

Main deliverables:

- Habitat EMEA Intranet pages and architecture fully functional and completed
- Capacities built among staff to work with the online platform as publishers, designers and users
- Online and knowledge products (as per agreement) delivered
- Support for EMEA IT

Timeline/level of effort:

- Starting date: 1 July 2018
- Approximately 32 hrs per week

Contractual arrangements:

- Professional Service Agreement for a period of 12 months with a possibility of renewal

Location

- Bratislava, Slovakia

Competencies

- Teamwork - Values working in collaboration and respecting the views of others; understands differences in culture
- Familiarity with non-profit sector on a local and/or regional level
- Online content editing, designing and writing – Deep proficiency in executing, leading, or advising on drafting communication/online materials
- Project and content management - Proven ability to manage online content production and flows including training materials and online tools;
- Technical background, ability to understand and work with server infrastructure and cooperate with support over the phone

Required skills and Qualifications

1. Bachelors or advanced degree in IT, cognitive science or related.
2. At least 1 year of experience with Sharepoint, Microsoft Office 365 Suite, Wordpress and similar programs
3. At least 1 year of experience with online content management and creation, training materials and guidelines as well as technical documentation
4. Knowledge of graphic design programs and instructional design
5. Proficiency in English required
6. Strong written communication skills

Financial arrangements:

Payment will be disbursed upon submission of a monthly report of deliverables/content and certification by the LOD Specialist that the services have been satisfactorily performed and were in line with the initial plan agreed.

Application Procedure:

- All applications must include a structured CV with a motivation letter why candidate considers her/himself the most suitable for the work.
- All applications must include a financial proposal - a monthly lump sum fee including any additional costs for the assignment

Applications with financial proposals should be sent to dpapayova@habitat.org by 29 May 2018.

For any questions related to this consultancy, please contact Denisa Papayova (dpapayova@habitat.org).