



**Institute for  
Water Education  
under the auspices  
of UNESCO**

**IHE Delft Institute for Water Education**, the world's largest international graduate water education facility, works to strengthen water sector capacity to contribute to a world free of poverty and injustice, in which people manage their water and environmental resources sustainably and equitably.

More than 120 of IHE Delft's 200 staff members are academics from all over the world. About 250 guest lecturers from global academia and industry contribute to the Institute's educational programmes. Each year, 750 international professionals, including about 200 MSc students, attend courses at IHE Delft. Our working language is English, and we promote a healthy work-life balance through measures that include support to staff who want to work part of their time from home.

IHE Delft is a unique knowledge institute in the Dutch research and educational landscape that combines excellence in education and research with work to advance global sustainable development. Partnerships are integral to achieving this mission: The Institute works closely with universities, government agencies, NGOs, and private sector institutions in the Netherlands and around the world. Through research, education and institutional strengthening, Institute staff make a tangible contribution towards all Sustainable Development Goals (SDGs) in which water is key. The Communication Office is currently seeking a:

## **IT and Communications Support Officer**

**38 hours per week**

### **Responsibilities**

The Support Officer will provide functional application management and support in communication tasks. The officer will maintain information facilities (processes, procedures, and/or systems) in line with IHE Delft's information policy and offer IT support in relation to communication and e-learning activities. The officer will support process owners and users so that their requirements are met.

We're seeking a service-oriented creative thinker who enjoys making content look good, solving problems and creating smart improvements. The position reports to the Communication Manager. The main tasks include:

- Supporting communication efforts to expand the audience;
- Finding attractive and effective ways to use websites and other information facilities to present information and communicate;
- Contributing to social media, media monitoring and analysis;
- Ensuring that the design of various applications (Moodle, websites and the intranet) support the goal of their use;
- Supporting colleagues in using information facilities to communicate effectively;
- Contributing to testing of new functionalities, checking and analysing test results and correct possible errors;
- Other tasks as assigned.

## Requirements

- Knowledge about and some experience in using:
  - Content Management Systems: we use Drupal, Moodle, iProx and PADS but welcome applicants with experience of any CMS and keen interest in learning these systems;
  - Basic knowledge of scripting languages (eg PHP or JavaScript);
  - Basic knowledge of web design (CSS);
  - Adobe Creative Suite.
- A degree on MBO level or equivalent;
- Creative thinking and a can-do attitude;
- Affinity with information technology and business processes;
- Excellent English. Basic Dutch is an asset.

## Terms of Employment

The Scale level according to the Collective Labour Agreement for Dutch Universities (VSNU) is to be determined.

IHE Delft offers an attractive, multiple choice employee benefits scheme, year-end bonus and generous pension scheme. We also offer 31 days' leave based on a 38 hours working week.

## Information and application

Additional information about the vacancy can be obtained from Susanna Lööf, Manager Communication Office (E: [s.loof@un-ihe.org](mailto:s.loof@un-ihe.org) / T: +31152151722).

Applications (in English), should respond specifically to the requirements, and can be sent until **26 August 2022** including curriculum vitae and motivation letter to IHE Delft, (*as one PDF file with your family name as the filename*), attn. Human Resource Management ( E:[recruitment@un-ihe.org](mailto:recruitment@un-ihe.org) ), PO Box 3015, 2601 DA Delft, The Netherlands, stating vacancy-number **22-CO-01**.

*Acquisition by staffing agencies and other 3rd parties is not appreciated.*

*By submitting your application for this vacancy, you agree with the privacy statement below:*

*The personal data you share through your application file and other means will only be used by IHE Delft for the purpose of the recruitment and selection process in order to evaluate your suitability for the vacancy for which you have applied, as well as for communication purposes related to the vacancy. IHE Delft will process your personal details in accordance with the EU General Data Protection Regulation of 25 May 2018. For more information we refer you to the privacy statement of IHE Delft: <https://www.un-ihe.org/privacy-statement>*

*Without your prior consent or other legal basis, no information will be shared with third parties. For further questions please contact our Data Protection Officer at [dpo@un-ihe.org](mailto:dpo@un-ihe.org) .*