The IAU

Founded in 1950 under the auspices of UNESCO, the International Association of Universities (IAU) is an independent, non-governmental, membership organization for higher education institutions and university organizations. As the global forum for higher education leaders, the IAU convenes and facilitates collaboration among its 600 Members from more than 130 countries. The IAU fosters exchange on the most pressing issues of concern to higher education within the global academy and serves its members as a source of inspiration and strategic orientation.

Based at UNESCO, the IAU monitors current trends and thinking in higher education and advocates as the global voice of higher education to a wide range of international and inter-governmental organizations and policy makers.

The Role

This position comes at a particularly exciting time for the IAU. As a global organisation we understand that our future gateway to the world is digital. Digital technologies play a key role in the fulfilment of IAU's mandate and the delivery of its programme. For this, we are looking for a new team member at the IAU Secretariat who can support us with Solution Design and Implementation across our activities.

As a key partner in the implementation of this strategy, the incumbent's work includes the design and deployment of coherent and integrated solutions to support the delivery of IAU's programmatic outputs, while ensuring that all digital/IT services remain functional and operational at all times, and information and data management, digital/IT risk mitigation and cybersecurity measures are in place. New ways of working are needed that provide both effectiveness and efficiency in solution delivery, built on best-in-class principles of user experience design and digital/IT architectures.

Reporting to the Deputy Secretary General and Secretary General of the IAU and working with the entire team, the position holder supports the delivery of the Secretariat's outputs and is responsible for leading the design, development, advancement, integration and delivery of IAU platforms, databases, applications and business solutions with an emphasis on user-oriented focus.

Key Responsibilities

- Serve as a leader in the area of information systems, digital technologies, solutions development;
- Help conceptualize the design and delivery of IAU systems, platform integration with partner organizations and digital transformation;
- Identify development goals, objectives and metrics, and establish the direction for the Organization-wide vision for knowledge management and integrated platforms, technical development issues, policies, standards, priorities and projects;

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- Lead the technical development and redesign of IAU's World Higher Education Database (whed.net) and other IAU data provision;
- Contribute to the development of knowledge management policies, monitor their implementation, and find technical solutions to ensure effective and secure access to the IAU knowledge resources;
- Implement robust data security measures and a comprehensive disaster recovery plan;
- Facilitate smooth data extraction for both internal and external users;
- Manage user access and security for data integrity and confidentiality;
- Develop innovative solutions to resolve intricate problems that impact a critical area of the organization's work through integrated solutions and the promotion of service-oriented architectures;
- Provide technical and policy advice to staff and stakeholders who possess varying levels of technical knowledge in a changing environment;
- Identify and plan for future needs and develop and disseminate best practices;
- Manage the procurement process, preparing bid documents and arranging contracts;
- Prepare, monitor and assess the budget, work programme and spending, and plan and manage work assignments, and monitor IAU user behaviour using metrics and data analytics among other mechanisms.

The outlined responsibilities are not exhaustive, and additional tasks may be assigned as needed.

Required Qualifications and Skills
- Basic understanding of computer hardware, network servers, and integration with databases;
- Basic knowledge of network connectivity and past exposure to cloud environment;
- Experience in programming and/or analysis in a web-environment, particularly in languages HTML, CSS, and PHP;
- Experience in managing relational DBMS, particularly MySQL;
- Proficiency in Microsoft Office;
- Experience with CRM technology, especially Salesforce;
- Fluency in English and operational in French.

Minimum Education Requirement
- Bachelor's degree in Computer Science or related fields, or equivalent professional diploma with on-the-job training in Information Systems and ICT.

Contract
Full time or part time: to be discussed
Starting salary FTE : to be discussed, commensurate with experience

Applications (Cover Letter with CV) to be submitted by 29 March to

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