

Digital Happiness & IT Systems Responsible (100%)

Fondation Botnar is a Swiss philanthropic foundation working to improve the health and wellbeing of young people living in cities around the world. Advocating for the inclusion of youth voices and the equitable use of AI and digital technology, we invest in and support innovative programs and research and bring together actors from across sectors to create dialogue and partnerships.

Fondation Botnar is currently implementing a new systems strengthening strategy to contribute to the wellbeing of young people in cities, mainly in low and middle-income countries. The Management Office in Basel is responsible for the strategic guidance of projects and programs implemented with partners in selected countries. We are operating in an agile, purpose-driven, self-managed organisational culture.

Job Description

In this newly created function, you have two main areas of responsibility. On one hand, you will act as a link between the organisation and IT external service providers. You will also manage IT applications and infrastructure projects and contribute to the optimisation of business processes and their implementation in the systems. The broad spectrum of your responsibilities and the innovation in the IT sector form an interesting platform for professional and personal development. You will be responsible for user authorisation management and Microsoft Office 365 administration in cooperation with our external IT service provider and an internal Jira & Confluence administrator. As the contact person for our IT service providers, you coordinate the corresponding tickets. You also act as an administrator for the grant management tool (CC Grant Tracker) and take care of IT/data security.

Qualifications & Experiences

- * Basic administration and business degree with appropriate further education or equivalent qualifications
- * Excellent understanding of IT and experience in the optimisation and digitalisation of business processes
- * Strong experience in project management and business analysis
- * Excellent German and English skills
- * Skilled in dealing with different IT systems and user requests

What we are looking for

- * Deep commitment to the Foundation's mission, values, and strategy
- * High level of personal and professional integrity and respect for others

- * Flexibility, sense of humour; emotional intelligence; capacity for self-reflection
- * Being energised by a fast-paced environment and solution-oriented approach
- * Conscientious and pragmatic approach to problem identification and resolution, capacity to negotiate priorities and seek creative solutions
- * Ability to work collaboratively and effectively with high performing colleagues in shared efforts, to listen and learn from diverse perspectives

Our offer

We are working at the forefront of innovations in human and social development and offer an environment where entrepreneurial thinking, innovation, collaboration, and team spirit are highly valued.

Located in the centre of Basel, our staff has access to state-of-the-art facilities and flexible work arrangements; partial home office is required.

Application and selection process

Interested qualified candidates submit their application (CV and motivation letter) no later than 7 June 2022 to Joker Personal AG, Basel.

Frau Cigdem Demiroglu

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Candidates preferably have a valid work permit or can easily obtain a permit for Switzerland.