



JOB DESCRIPTION

IT AND DIGITALIZATION SPECIALIST

CIHEAM ZARAGOZA

The Mediterranean Agronomic Institute of Zaragoza (CIHEAM Zaragoza) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). Our activities focus on cooperative development in the fields of agriculture, food, and fisheries to serve CIHEAM-member and third countries. They are based on five thematic areas: Environment and Natural Resources; Fisheries and Aquaculture; Animal Production and Welfare; Plant Breeding, Health and Production; and Agrifood Systems and Marketing.

We seek a proactive, resourceful professional with good teamwork skills for the post of **IT and Digitalization Specialist at CIHEAM Zaragoza** who will report directly to the head of IT and Digitalization.

The role will include the following tasks:

- Development, maintenance and management of Odoo ERP software
- Database design, development and operations
- Installation and administration of servers: Web, mail, DNS, domain controller, firewall, backups
- LAN and WAN network configuration
- Management, installation and administration of new technologies and tools to support the progress of the organization
- Website design, development and optimization
- Analysis, design and development of customized web apps
- Design, development and dispatch of publicity mailings
- Installation, adaptation and administration of content manager systems: Moodle and Wordpress
- Administration of the applications necessary for online training: G-suite, Moodle, Lime Survey, Vimeo, Zoom
- Tasks related to IT security
- Support and resolution of computer incidents
- Maintenance of computer equipment, printers, IP phones, switches and routers.

Requirements:

- HND Level 5 qualification or similar (*título de grado superior*) in administration of networked computer systems/web application development
- 2 years of professional experience
- Good communication skills in Spanish and English

Additional assets will be considered:

- Qualifications or experience in information security, protection of personal data
- Experience in the design and implementation of modules in Odoo
- Programming languages: PHP, JS, CSS, HTML, XML, Python
- Knowledge of the following tools
 - Databases: MySQL, MariaDB, PostgreSQL, Oracle Database, MysqlWorkbench, phpMyAdmin, pgAdmin
 - Operating systems: Windows, Windows Server, Linux
 - Network services: SSH, FTP, DNS, SAMBA, Active Directory, POSTFIX, DOVECOT.
 - SSH clients: Putty, WinSCP
 - Equipment maintenance: CCleaner, Defraggler, Revouninstaller, MalwareBytes, AdwCleaner
 - Google Analytics
- Knowledge of French.

The successful candidate will share CIHEAM's commitment to the values and principles of: cooperation for development, flexibility, capacity to adapt to the needs of society, international focus, innovation, sustainability and constant pursuit of excellence.

Work location

CIHEAM Zaragoza: Avenida de Montañana, 1005 - 50059 Zaragoza (Spain). Physical presence is required.

Expected start date

November 2022

Recruitment and salary

CIHEAM Zaragoza offers the possibility to contribute to a passionate project based on international cooperation in agriculture, food, fisheries and the environment.

CIHEAM Zaragoza encourages an inclusive working environment and strives towards gender equality.

The salary and other working conditions will be offered in compliance with CIHEAM Zaragoza regulations for a Category B officer and will be determined according to the candidate's professional experience and qualifications.

Application process

Please send your CV and cover letter (in Spanish or English) together with the signed data privacy document to: recruitment@iamz.ciheam.org (REF: **job vacancy for IT and digitalization specialist**). You may choose any format for your cover letter but you should address at least two aspects: how your profile matches the role and what proposals you can make to enhance the performance of your duties.

The deadline for the submission of applications is **25 September 2022**.