

U.S. Embassy in Warsaw

is seeking an individual for the position of

SharePoint Developer-IT Trainer / Information Management Assistant

Basic function of position

The incumbent serves as IT trainer, SharePoint developer, and subject matter expert for Microsoft Office 365 apps and tools. Incumbent is responsible for the design, development, and maintenance for the Embassy's Intranet website. Training is delivered in formal classroom and virtual environments. Also provides other end-user support on desktop and mobile applications, hardware, and user account management in a Microsoft-networked infrastructure.

Qualifications required

- University degree in the fields of IT
- Four years of an IT experience; at least two years of which should have been experience in SharePoint and Microsoft Office 365 management
- Fluent English and Polish
- Excellent interpersonal and communication skills

Additional information on this position is available on the embassy website:

<https://pl.usembassy.gov/embassy-consulate/jobs/>

To Apply you need to click on **Electronic Recruitment Application ERA (closing date is October 4, 2021)**.

All applications must be submitted through ERA to be considered.