

## Information Technology Internship

### (5 months internship) Based in Geneva or Caux, Switzerland

Initiatives of Change Switzerland is an independent officially recognized Swiss foundation, based in three locations in Switzerland: Caux, Geneva and Kriens. It organizes year-round programs and events across Switzerland, specifically in the areas of peacebuilding, reconciliation and ethical leadership through trust building and dialogue facilitation. The Foundation owns a historic landmark in Caux (Caux Palace) where every summer it organizes its flagship event, the Caux Forum, in collaboration with the global initiatives of Change network and its partners.

To provide technology support services to our staff, IofC Switzerland is looking for an **Information Technology (IT)** person on an **internship**. The office is based in Geneva and the person will be expected to also support the Caux Forum, based in Caux, Switzerland.

If you have a general interest in technology and support. You will be provided on the job training to support the Organization on IT related incidents and service requests, including but not limited to network connectivity, device configuration, equipment maintenance, information system management, etc). Being part of the team will provide you first-hand experience and new skills needed to successfully manage IT services for a medium size organization.

Are you **passionate** about **Information Technology**, are you keen to support users, you have excellent **troubleshooting skills**, **adaptability** and a **can-do attitude**? If you are **ready to work in a dynamic team**, we want to hear from you!

### Main responsibilities:

- Supporting the implementation of the information technology strategy
- Provide 1st line support for the staff on all IT related issues
- Assist with the maintenance IT systems

### Profile:

- Proficient in either French or English, excellent command of the other language.
- Information Technology system experience
- Knowledge and experience on Cloud / Office 365 related products
- Swiss or valid working permit in Switzerland

### Soft Skills:

- Strong organizational skills
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Flexible

### Building trust across the world's divide

IofC Switzerland is registered as the CAUX-Initiatives of Change Foundation

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- Attentive to detail
- Values-driven

**Would be an asset:**

- Prior IofC experience
- Knowledge of and interest in conference centre operations

**We offer:**

- A great opportunity to learn in an inspiring international environment
- A highly motivated and supportive team
- Flexible working time
- Based in Geneva and in Caux during the Caux Forum

**Starting date:**

As soon as possible

Send your application to Peter Osazuwa, IT Manager at [peter.osazuwa@caux.ch](mailto:peter.osazuwa@caux.ch) by Friday 21, February 2020 with your CV, a cover letter, your certificates and diplomas and a link to your LinkedIn portfolio if relevant.

Don't forget to mention "IT Internship" in the subject line.