**Technical Competencies – IT Technical Project Coordinator - PRO-003453**

**Applicant Name:**

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| **N** | **Technology**  | **Years of experience** | **Competence (rating : 1=basic  5=excellent)** | **Detailed description of how this specific professional experience was gained.**  | **Companies where you applied these skills / knowledge, according to your professional experience, e.g. 1-the most recent position, etc.** |
|  | Bachelor’s degree in information technology, computer science, information system security, or related disciplines; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Engineering and design experience; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Experience and technical knowledge in video-/web conferencing and online collaboration solutions and products, ideally based on cloud solutions, supported by knowledge in the fields of networking, system engineering and design of infrastructure services; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Technical understanding of implementation required of the solution end to end; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Working knowledge on project implementation, acceptance testing, rollout, operational handover of the above mentioned solutions; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Working knowledge and on acting as counterpart to users and customers, including the required communication skills; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Good command of English with proven drafting ability; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Liaises with customer technical teams and coordinates individual key project deliverables among different participants as a member of a larger project team; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | In close cooperation with Project Manager, supports the definition of project plans and deliverables, as well as produces estimates of resources necessary to meet the goals; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Manages the review schedule for the assigned project deliverables with the reviewers and the deliverable responsible persons; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Prepares, maintains and administers the project communications, project procurement and project quality plans in cooperation with the project management team and system integrator; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Analyses and produces detailed and summary reports on the project progress and takes action in the scope of his/her activities; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Ensures that customers’ ITSM processes / functionality follow the ITIL standards during the implementation; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Coordinates and provides customer the knowledge transfer from the system integrator and from the integrator’s team to the DG-IS/INO internal teams (e.g. elaborate/create documentation of new processes and interfaces for customer operations; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Coordinates the migration process (e.g. data collection); |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Oversees testing/perform acceptance (e.g. validates functional test case definitions and test case acceptance protocols); |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Provides administrative support in organizing meetings (e.g. set-up meeting agendas, delivery of minutes and support to the meeting preparation) and demonstrates good proficiency in presentations); |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Strong interpersonal skills, self-motivation, co-ordination ability is required; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Shows commitment to the achievement of team and organisational goals; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Manages multiple assignments and tracks progress on numerous processes simultaneously; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Demonstrable experience in the independent preparation of meetings and follow-up with the aforementioned parties on matters related to project execution and monitoring; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Uses diplomacy and tact when dealing with colleagues; |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Uses simple/clear words to communicate ideas; |  |  |  | 1,2,3,4,5,6,7,8 |