

JOB PROFILE

Department :
Job : **Digital Coordinator Projects**
Job group : 8 medior / 9 senior
Place : Amsterdam
Date : march 2022

Objective of the job

- Responsible for the coordination and realisation of project-based activities in the area of digital journalism, internet based solutions for media connections in the field of freedom of expression, focused on development in Eastern Europe;
- The development, implementation, assessing and adaptation of substantive policy for digital developments for independent media in an organisational sense, taking into consideration the national and international partners and donors of the organisation.

Position in the organisation

- Resorts to the Board of Directors or a team leader assigned by the BoD;
- Works in strong connection with the Security advisor of the organisation;
- has working relationships with relevant project staff in the organisation;

Core duties and responsibilities

1. Programme management
 - Ensures a focused progress of the work and adherence to guidelines, procedures and standards. Guards and safeguards the quality of the work;
 - Signals bottlenecks in work processes. Gives advice to the (Chair) Board of Directors;
 - Initiates, coordinates, steers and guards planning and execution of several projects;
 - Takes responsibility for the composition of project staff.
2. Project development
 - Acquires new project-related activities and negotiates, in consultation with the Chair of the Board of directors, with potential donors, partner organisations and other stakeholders both in the Netherlands and abroad;
 - Reaches agreements of strategic importance with external partners who have similar interests;
 - Advises the (Chair) Board of Directors on strategy and policy in the field of digital and internet based solutions for media connections, from a perspective of broad knowledge of non-Western societies, national and international networks.
 - Acts as a focal point for ICT and (new) media, focusing on safe access to the internet; increased participation through ICT; provide cheap and easy solutions for the (partner) organisation(s);
 - Participates in the design of project proposals to ensure a systematic and effective deployment of new media techniques when needed under guidelines set by partners and funders;
 - Follows new developments in the field, updates the organisation on opportunities and threats and advises management on policy and strategy in the field including to advocate for a free and open internet;

Job requirements

- University level of working and thinking in the field of digital society;
- At least 5 year experience in a leadership role, preferably in an international environment;
- Knowledge and experience in the secure digital technology;
- Knowledge of project management and relevant accepted methodologies;
- Excellent command of Russian, Ukrainian and English;
- Coding and database development experience is a pre;
- CISSP, CISM and or CISO certification is an asset;
- Knowledge of data protection and privacy including standards like ISO 27001 and GDPR;
- Demonstrable experience with Linux operating systems and Atlassian software;
- Demonstrable experience with security concepts and mitigation technologies.

Job competencies:

Ability to make a judgement

Decision-making skills

Able to delegate

Networking skills

Communicative skills

Vision

Leadership (people oriented)