



SharePoint Platform Engineer

Grade	IS – 3	Duty station	Songdo, Incheon - Korea
Contract type	Secondment	Number of posts	1
Unit	Division of Support Services	Vacancy code	GCF/Secondment/07
Reporting to	Chief, ICT Infrastructure & Managed Services		

Position description

The Green Climate Fund is currently seeking an exceptional candidate to undertake the position of SharePoint Platform Engineer, who leads the design, architecture and drives trustworthy operational excellence of one of the Fund's core Cloud platforms. The existing organizational Intranet and Extranet are Microsoft SharePoint Online based.

Duties and responsibilities

- Develop functional specifications, design, test, implementation, and support for all areas of a complex SharePoint Online environment;
- Lead effort to design and maintain the current and future architecture of GCF's SharePoint to ensure it is scalable to defined and envisionable business needs;
- Collaborate closely and effectively with the organization's ICT, its web team and its external services and solution providers for achieving superior outcomes;
- Assist software development, public web site, infrastructure and PMO teams for integrations with other organizational tools and applications;
- Support as savvy technical subject matter expert on everything-SharePoint and OneDrive for business the organizational programme journey towards excellence in enterprise content management, records management and knowledge management;
- Communicate status of platform projects to appropriate tech and business managers;
- Maintain documentation and lessons learned, develop and implement best practices, and retain quality improvement documentation;
- Train end users and mentor technical colleagues for smartest use of the Fund's SharePoint implementation and its complementary tools. Advise users and tech teams of governance and policies around SharePoint;
- Proactively monitor system health and performance and automate routine tasks;
- Serve as technical lead for collaboration technology projects, as needed; and
- Serve as 3rd level support resource for Office 365 (SharePoint Online & OneDrive) and other collaboration platforms. Open, manage, and resolve collaboration platform technology related support incidents with Microsoft and/or other vendors when incidents arise.

Expected experience and qualifications

- University degree in Computer Science, Information Systems or another related field;
- At least 5 years of relevant experience working as SharePoint engineer and/or architect, at least 3 of which must be implementing SharePoint versions 2010-2016 or SharePoint Online solutions;

- In-depth understanding of SharePoint technologies; Microsoft SharePoint and Azure certifications are desirable;
- Experience deploying intranets, extranets and collaboration platforms;
- Strong experience with Office 365, focused on SharePoint Online & OneDrive;
- Knowledge of applicable overall Microsoft platforms (Active Directory, SQL Server, Windows Server, Web Services);
- Experience with and understanding of 3rd party tools related to SharePoint is a plus;
- Familiarity with Enterprise Content Management, Records Management, and Collaboration Solution concepts, and exposure to respective implementation/optimisation project work;
- Ability to identify and analyze client needs and extract, interpret and format information using technological solutions appropriate to the business needs;
- Problem solving skills critical to analyse and create proper responses and solutions quickly to clients. Detail-oriented, creative, inquisitive, committed, and self-motivated;
- Excellent communication attitude and skillset to work at the same time with business audiences as well as technical experts; proactively bridging potential communication gaps when required;
- Work experience with international organizations as staff, consultant or contractor is a distinct advantage; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

Required competencies

- Planning and Organizing
- Client orientation
- Communication
- Teamwork
- Creativity