



**KEMENTERIAN KOMUNIKASI DAN INFORMATIKA RI
SEKRETARIAT JENDERAL
PUSAT KELEMBAGAAN INTERNASIONAL**

Menzijarah Masyarakat Informasi Indonesia

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www.kominfo.go.id

Nomor : B-132 /SJ.8/KI.01.01/02/2021 Jakarta, 16 Februari 2021
Sifat : Segera
Perihal : Penyampaian Informasi Lowongan Pekerjaan
untuk Posisi *Microsoft 365 Developer* di ETSI
Lampiran : 1 (satu) berkas

Kepada Yth.
Bapak dan Ibu (daftar terlampir)
di
Tempat

Merujuk *Collective Letter 21_3733*, Direktur Jenderal European Telecommunication Standards Institute (ETSI) tanggal 15 Februari 2021, perihal *Recruitment of a Microsoft 365 Developer for the ETSI IT & Connectivity Division* sebagaimana terlampir, bersama ini disampaikan bahwa ETSI membuka lowongan pekerjaan untuk posisi *Microsoft 365 Developer* yang akan ditempatkan di kantor pusat ETSI di Sophia Antipolis, Perancis.

Lowongan kerja tersebut diperuntukkan bagi pelamar yang memiliki gelar sarjana di bidang ilmu komputer, mampu menganalisa dan mentransformasikan data yang menggunakan bahasa komputer seperti SQL, dan memiliki pengalaman di bidang *MS 365 collaboration tools (Teams and SharePoint)*, *Microsoft Access*, *Power Platform Common Data Service*, dan *Microsoft Office Suite*.

Sehubungan dengan hal tersebut di atas, mohon bantuannya untuk mendorong pegawai atau anggota yang memiliki kompetensi untuk mengisi posisi dimaksud. Adapun penyampaian lamaran dapat dikirim melalui email ke alamat candidatures@etsi.org paling lambat tanggal **20 Maret 2021**.

Demikian disampaikan, dan atas perhatian dan kerjasamanya diucapkan terima kasih.

Plt. Kepala Pusat Kelembagaan Internasional,



Bertiana Sari

Tembusan:
Sekretaris Jenderal

Lampiran Surat

Nomor : B-132 /SJ.8/KI.01.01/02/2021

Tanggal : 16 Februari 2021

1. Direktur Sosial Budaya dan Organisasi Internasional Negara Berkembang,
Kementerian Luar Negeri
2. Duta Besar PTRI Jenewa, Swiss
3. Rektor Universitas Indonesia
4. Rektor Universitas Gadjah Mada
5. Rektor Universitas Negeri Jakarta
6. Rektor Universitas Padjadjaran
7. Rektor Universitas Hasanuddin
8. Rektor Universitas Airlangga
9. Rektor Universitas Sebelas Maret
10. Rektor Universitas Negeri Malang
11. Rektor Universitas Negeri Manado
12. Rektor Universitas Negeri Padang
13. Rektor Universitas Jenderal Soedirman
14. Rektor Universitas Pelita Harapan
15. Rektor Universitas Tarumanegara
16. Rektor Universitas Bina Nusantara
17. Rektor Universitas Atmajaya
18. Rektor Universitas Mercu Buana
19. Rektor Universitas Gunadarma

Pt. Kepala Pusat Kelembagaan Internasional,



Bertiana Sari



The Standards People

To: ETSI MEMBERS AND COUNSELLORS

Subject: Recruitment of a Microsoft 365 Developer for the ETSI IT & Connectivity Division

Dear Madam,
Dear Sir,

The IT & Connectivity Division (ITC) within the ETSI Secretariat develops and implements IT strategy and priorities while providing IT related support to ETSI Members as necessary. In order to reinforce its resources, a position of Microsoft 365 Developer is now proposed within ITC teams, and applications are thus invited

This position includes the following key responsibilities:

- Development and deployment of specific business solutions based on the Microsoft 365 ecosystem and components, e.g. SharePoint Online, Teams, Office, Power Platform (Power Automate, PowerApps, PowerBI)
- Intervention in all stages of the application life cycle: analysis of user needs, contribution to functional specifications, development, testing, deployment in production, maintenance, and user support.

and in collaboration with IT Colleagues:

- Migration of SharePoint 2013 apps to SharePoint Online
- Study and replacement of existing document processing tools with Power Platform and Office 365-based tools
- Automation of the integration of the new solutions in ETSI information system
- Support to the users to master agreed solutions

This role requires expertise on data modelling and data processing in general, a good knowledge of Microsoft 365 services and Microsoft Power Platform, the ability to analyse and maintain Word macros and Access-based tools. A participation to a data reporting and/or data analytics project will be considered as a plus.

Candidates presenting a similar experience or a developer experience and wishing to move to this type of position are welcome to propose their application.

The essential job profile related education, experience and skills are the following:

- Graduate degree in computer science or a few years of proven experience in application development
- Understanding of application development life cycle

- Experience with MS 365 collaboration tools (Teams and SharePoint)
- Experience with Microsoft Access and Power Platform Common Data Service
- Experience with Microsoft Office Suite: Word, Excel
- Ability to model, analyse and transform data using appropriate computer languages (e.g. SQL, scripting languages)
- Good communication skills
- Good English skills - oral and written

The position will be based at the ETSI Headquarters in Sophia Antipolis, France.

Applications for this position should be received by **20 March 2021** and should include a Curriculum Vitae of the candidate in English, together with a motivation letter.

You will find enclosed the task description (Annex 1) and the contact details (Annex2). Applications should be submitted by E mail to candidatures@etsi.org.

Yours faithfully,

Luis Jorge Romero Saro
Director-General

Annex 1

TASK DESCRIPTION : Microsoft 365 Developer

ORGANISATIONAL FIT	
JOB TITLE: Microsoft 365 Developer	REPORTS TO:
DIVISION/DEPARTMENT: ITC	PERSONNEL/STAFF: none
NAME OF PERSON:	GLOBAL GRADE (for information purpose only): 10
ROLE PURPOSE: Develops and deploys specific business solutions based on the Microsoft 365 ecosystem and components (SharePoint OnLine, PowerPlatform (Power Automate, PowerApps, PowerBI , Teams, Office ...))	

KEY RESPONSIBILITIES AND ACTIVITIES	
Key Responsibilities	Key Activities/Decision Areas
1. Provide IT expertise for analysing, designing, and developing computerized information solutions based on Microsoft 365 components	<ul style="list-style-type: none"> • Confer with end users and study effectiveness of systems flow, data usage and manual or automated processes to identify ineffective or efficient systems • In collaboration with project manager and/or functional analysts, write functional specifications with a detailed description of user roles, business objects and use cases • Design and develop solutions based on Microsoft 365 components • When applicable, build report samples on data produced by the designed solutions • Write corresponding technical documentation • Automate as much as possible the test, deployment, and configuration of the solutions
2. Support and maintain solutions	<ul style="list-style-type: none"> • Perform corrective, adaptive, perfective, and preventive maintenance of solutions • Resolve applications/software configuration problems impacting production • Log documents and maintain history records on Information Technology production problems using the ETSI ticketing system • Identify and drive changes to the solutions, correct errors in the original implementation • Communicate changes, internally and externally, through helpdesk when changes are impacting users • Contribute to user documentation

3. Keep up to date with new technologies for improvement	<ul style="list-style-type: none"> • Explore new or modified 365 components and present recommendations on IT roadmap. • Maintain awareness of state-of-the-art development tools, programming techniques, problem solving techniques and computing equipment • Recognize and identify potential areas where existing policies and procedures require change, or where new ones need to be developed, especially regarding future business expansion • Research, install, and test software updates to supported solutions
4. Other responsibilities	<ul style="list-style-type: none"> • Any other demand imposed by the Management

PEOPLE AND FUNCTIONAL INTERFACES

- CIO
- Head of ITC Team
- Secretariat
- Customers
- Contractors
- Hardware and software vendors

PROFILE SPECIFICATION**Essential job profile related education, experience, and skills**

- Graduate Degree in computer science, or 3 years of proven IT experience
- Experience in the development of Microsoft SharePoint and Office based solutions
- Ability to manipulate data used or produced by IT solutions (data modelling, data analysis, reporting)
- Good communication skills (including written and spoken English)
- Strong attention to details and accuracy
- Dynamic, self-driven, customer focus and can-do attitude
- Good English language skills – oral and written
- Service oriented and work easily with users

Annex 2 - Contact details

Vincent Depagne ETSI CIO

Tel: +33 (0)6 08 96 46 21
<mailto:vincent.depagne@etsi.or>

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Katia de Matteis

Human Resources Director

Tel: +33 (0)6 72 75 98 54

<mailto:katia.dematteis@etsi.org>