

Brussels, 10/07/2026
Réf : EEB2(2026-13)

We are seeking to appoint an

IT Responsible

(Full-time post – 37h30)

The European Schools are an intergovernmental organization providing multilingual and multicultural education.

Description of the function

Under the supervision of the Deputy-Director for Finance & Administration, the function of the IT Responsible will consist of:

- Ensuring strategic and long-term development of the IT department in close collaboration with senior management and the Office of the Secretary-General of the European schools.
- Managing the team of IT assistants and technicians (including the work organization).
- Managing and establishing the IT budget allocated to the department.
- Assisting with the procurement of ICT-related services and products.
- Maintaining good relations with suppliers.
- Monitoring stock management and orders.
- Participating in ICT working groups.
- Being the point of contact for the School Information System (SIS), for teachers and the Management.
- Ensuring the proper functioning of the ICT systems and services of the school.
- Managing and control the development of the computer systems and solutions.
- Being responsible for the IT security of networks, systems and services.

Additional tasks:

- Perform diagnostics to determine problems and provide technical assistance.
- Define, prepare and disseminate reference solutions.
- Contribute to the improvement and the maintenance of ICT systems, tools and products.
- Organise and lead the several levels of ICT support.
- Monitor and manage incidents, debugging operations and coordinate available consulting resources.
- Write technical documentation of ICT systems and solution.
- Supervise the operation of networks.
- Implement and enforce the security rules and procedures in force in the school in order to guarantee the protection, reliability and confidentiality of data, the appropriate use of licenses and access to information.

- Develop and implement action plans based on the IT security audits and surveys.
- Responsible for the management of the lists of distribution (school databases).
- Participate in IT technical evaluations.
- Manage and support IT operations related projects.

Profile required:

- Minimum Bachelor degree in computer science or information technology.
- At least 5 years of experience of overseeing and responsible for IT Operations management.
- Experience in managing a team.
- Experience in managing ICT in a school environment is an asset.
- Knowledge of:
 - Office 365.
 - Management of networking infrastructure and solution.
 - Backup solutions.
 - Software and hardware environment (configuration, peripherals, wiring).
- Excellent command of English, French and Dutch (minimum C1 level).
- Soft skills:
 - Excellent planning and organizational skills.
 - Good oral and written communication.
 - Good resistance to stress.
 - Good listening skills.
 - Interest in new technologies.
 - Ability to motivate and value his team.
 - Ability to communicate efficiently.
 - Ability to delegate and collaborate.

We offer:

- A permanent contract under the conditions provided by Belgian labour and social law.
- Start date: 09/11/2026.
- Workplace: European school of Brussels II.
- Service Regulations for the Administrative and Ancillary Staff: <https://www.eurasc.eu/BasicTexts/2007-D-153-en-18.pdf>
- A challenging position in an international team.
- Possibilities for professional development.
- A gross monthly salary of minimum € 8.456,68 depending on the number of years of relevant professional experience and upon decision of the Management of the school.
- 30 days of annual leave per calendar year.
- Same public holidays as the European Commission (around 16 days per year).

Interested:

Please send the following documents **in a single PDF file** by email to: wol-human-resources@eurasc.eu

- A motivation letter.
- Your Curriculum Vitae + names and contact details of 2 referees (referees will not be contacted without your approval).
- Copy of your diplomas and qualifications.

The subject of the email must be indicated as follows: "**EEB2(2026-13)/SURNAME first name**".

Deadline for applications: **21/08/2026**.

Only preselected candidates will be invited to an interview before a Selection Committee.

The successful candidate will be required to provide a Certificate of Good Conduct (Model 2 - for access to education in Belgium or similar document from another country of origin) prior to entry into service.

Please note that all personal data will be processed in accordance with the Privacy Statement applicable to the Recruitment and Appointment Procedures: <https://eeb2.be/en/our-school-data-protection/>
