



MCA-Moldova

JOB DESCRIPTION INFORMATION

SHAREPOINT DEVELOPER

MCA Moldova intends to recruit a SharePoint Developer.

This is a part-time position (half day) to provide internal first-level support to the MCA-Moldova Information System Manager and Documentation Director. The candidate will be fully responsible for the functionality of the Management Information System (MIS) based on SharePoint 2010.

More information about Millennium Challenge Account Moldova is available on

<http://mca.gov.md> and

<http://www.mcc.gov/mcc/countries/moldova/index.shtml>

SCOPE AND RESPONSIBILITIES

The main responsibility of the SharePoint Developer will be to design and implement the Management and Information System based on Microsoft SharePoint Products and Technologies. The position requires agility and diversity to pass through several SharePoint specializations which includes creating web parts, working with master pages, creating and customizing CSS, and SQL Server Reporting Services. The developer should have mid-range experience with the .NET Framework, Workflow Designs, and the Visual Studio .NET development platform.

The SharePoint Developer reports to the Information System Manager and Documentation Director.

The major responsibilities and target accomplishments expected of the position include but are not limited to:

- Planning, development and implementation of requirements of every MCA department in MIS;
- Technical support for the use of MIS, monitoring, backup, improvement of performance, troubleshoot SharePoint 2010 Server;
- Support testing and releasing of SharePoint applications and migration of data to SharePoint 2010
- Assisting with Internal SharePoint Server 2010 related queries, consulting and training all MCA staff how to use the SharePoint Server 2010 and Microsoft Office 2010.
- Development and maintenance of systems documents and operations manuals of MIS.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate for the position of SharePoint Developer will have experience in SharePoint 2010 Server, strong educational background and experience in a variety of technical fields. The specific qualifications required are as follows

Development Tools

- SharePoint Designer
- Visual Studio

Microsoft Office SharePoint Server 2010

- Installation
- Maintenance
- Site Creation
- BDC and SQL Server Integration/Reporting Services
- Document Management and Control
- Excel Services
- Forms Server Services
- Workflows

Microsoft Office 2010

- MS Word 2010
- MS Excel 2010
- MS PowerPoint 2010
- MS Outlook 2010

Programming Languages

- AJAX
- ASP .NET
- C #
- HTML and XHTML
- Java and Java Script
- VB.NET
- XML

Education, training and certifications.

- Bachelor's degree in a computer-related field with completed courses in computer science, computer programming, system design, networking, database management, systems security;

Experience

- Minimum 2 years of demonstrated professional experience in WEB development;
- Demonstrated experience with MS Office 2010 software applications;
- Hands-on experience with Microsoft IIS 7.0 administration including: installation, tuning, monitoring and troubleshooting;

Additional Qualifications

- Good knowledge of communication and network infrastructure hardware and software;
- Responsible and flexible attitude and ability to work with minimum supervision;
- Demonstrated ability to communicate effectively, both orally and in writing, in Romanian and English as well as exceptional customer service orientation;

The applicant also must:

- Be a citizen of the Republic of Moldova or a resident of the Republic of Moldova holding an appropriate work permit;
- Be of outstanding character and integrity;
- Be free of all conflicts of interest and committed to protecting the integrity of the Program.

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS

To be considered applicants must submit the following information:

- 1) **Cover letter** (maximum three pages) addressing applicant's ability to perform duties and responsibilities as stated in the position description above.
- 2) **Curriculum Vitae**, not to exceed five (5) pages, showing at a minimum, the applicant's educational background including degree(s) obtained, professional experience in reverse chronological order, language proficiency, and any other relevant professional information. When describing previous professional experience fulfilling similar assignments, an applicant should list the employer organizations' names and dates, applicant's specific roles and responsibilities, and the name and contact information for applicant's supervisor (telephone and e-mail).
- 3) **Professional References**: Names and contact information (telephone number(s) and email address) of three professional references in addition to anyone already listed in Item (2) above. Please clearly state the relationship of the professional reference to the applicant (e.g., supervisor, former colleague, other).
- 4) **Deadline for receipt** of applications is May 25, 2012 at 16:00, Chisinau time, Moldova. Complete application packages must be sent to:

Mail to: MCA Moldova
Iorga 21, Office 4
Chisinau, Republic of Moldova
(tel: +373 22 85 22 99)
Email to: office@mca.gov.md
- 5) **An email application** should specify the position name for which you are applying in the subject line of the email message. The application materials should be submitted as attachments in PDF format.
- 6) **If the applications are sent by mail**, the application package must be sent in an A4 envelope that is marked with a reference. This reference can include the name of the applicant or any other single reference chosen by the applicant. Applications submitted by fax will not be accepted.
- 7) **The cover letter and curriculum vitae must be submitted in English.**
- 8) **Short-listed applicants** will be contacted for interviews. Questions and/or phone inquiries from applicants prior to formation of the short-list will not be accepted.

- 9) **MCA-Moldova reserves the right** to contact applicant's listed references and any other relevant references that may aid MCA-Moldova in evaluating the applicant's qualification and suitability for the position.