



## Call for an IT Expert for SharePoint maintenance and development

EOTA is the European Organisation of Technical Assessment Bodies for construction products. We create the framework for the European Technical Assessment (ETA) of construction products to ensure consistent product performance information throughout Europe. The EOTA network provides an important pathway for innovative or non-standard construction products to access the European market through CE marking.

To support its internal collaboration, document management and communication with EOTA bodies and members, the EOTA secretariat uses a SharePoint environment within Microsoft 365. To ensure the stability, security and further development of this environment, the EOTA secretariat seeks an IT expert to support the maintenance and development of its SharePoint platform.

Goal of the support

The objective of this support is to ensure the reliable operation, maintenance and continuous improvement of EOTA's SharePoint environment, supporting internal processes, document management and collaboration within the EOTA network.

The expert will work in close cooperation with the EOTA secretariat to maintain the current system and implement improvements aligned with EOTA's operational needs.

### Content of the work

The tasks may include, but are not limited to:

1. Maintenance and technical support
  - Monitoring and maintaining the SharePoint environment
  - Troubleshooting technical issues and resolving system errors
  - Managing user access rights, permissions and security settings
  - Ensuring system performance, stability and data integrity
  - Supporting updates and compatibility with the Microsoft 365 environment
2. Development and optimisation
  - Development and implementation of new functionalities in SharePoint
  - Improvement and optimisation of existing SharePoint sites and document structures
  - Implementation of workflows and automation tools (e.g. Power Automate)
  - Advice on SharePoint architecture, governance and best practices
  - Supporting integration with other Microsoft 365 tools where relevant (e.g. PowerBI)
3. User support
  - Providing technical guidance to the EOTA secretariat
  - Assisting with improvements in collaboration and document management processes

### Required expertise

Candidates should demonstrate experience in:

- SharePoint Online administration and development



- Microsoft 365 environment management
- Workflow automation tools (e.g. Power Automate / Power Apps / PowerBI)
- SharePoint architecture, permissions and governance
- Troubleshooting and technical support for collaborative platforms

Experience with document management systems and collaborative environments in international organisations would be considered an asset.

All communications will be held in English.

#### Timeline and reimbursement

The collaboration will be organised **on a service basis**, depending on EOTA's needs and available budget. The expected workload and remuneration will be agreed with the selected expert.

The work may be carried out **remotely**, with possible meetings in Brussels if required.

#### Deadline for the offer

Interested candidates or companies are invited to submit their proposal including:

- **A short description of relevant experience**
- The **CV of the proposed expert**
- An **indication of service conditions and economic proposal** for 5 days/month over a period of 6 months. This timeframe can be prolonged.

Please submit your proposal by **11.05.2026** (12.00h) to [finance@eota.eu](mailto:finance@eota.eu). The selection will take place by the EOTA Executive Board.