

The **European Centre of Excellence for Civilian Crisis Management e.V. (CoE)** is looking for an **IT Administrator (f/m/div)** in part-time (50%). The position is initially limited to two years. The place of work is Berlin. The position is foreseen to be filled as soon as possible. Applications will therefore be reviewed on a rolling basis and will no longer be accepted once the position is filled by a suitable candidate.

The Berlin-based CoE was opened in September 2020 during the German EU Council Presidency upon the initiative of the Federal Foreign Office. Its aim is to strengthen civilian crisis management. The CoE is a service provider for EU Member States and EU institutions, especially the European External Action Service (EEAS), supporting them in their efforts to strengthen civilian crisis management capabilities. It is a knowledge hub for the collection and exchange of national models and experiences ("good practices") and for the development of concrete ideas and practices on how European civilian crisis management can be further developed. The CoE currently has 22 members, all of them EU Member States.

The CoE is a young, dynamic, and unique organisation, operating at the intersection of EU Member States, EU institutions in Brussels, and civilian CSDP missions in the field. In this context, it is the IT Administrator's responsibility to ensure that the CoE's entire IT infrastructure and its applications is always up and running and accessible for colleagues at the office as well as remotely. Furthermore, the IT Administrator supports digital and hybrid events of the CoE. Working language at the CoE is English.

Under the overall supervision of the Director, the advertised position of IT Administrator is assigned to the Head of Administration.

The **main tasks** of the IT Administrator are:

- Setup and maintenance of OPNsense firewall with local SMTP and IDS
- Setup, maintenance and support around Azure, DNS, Microsoft 365 (Exchange, Intune, SharePoint etc.)
- Regular data backup
- Expansion and further development of the existing hardware and software infrastructure based on the CoE's needs
- Pre-selection for the acquisition of new hardware and software in consultation with Administration department and evaluation of offers in relation to IT tenders
- Installation of servers as needed
- Workstation setup and maintenance
- Setup and maintenance of laptops, iPads, iPhones, printers and other devices as required
- Onboarding of new colleagues to the CoE's hardware and software infrastructure
- Support SharePoint guest users as required
- Train and support colleagues in the use of meeting software (esp. Microsoft Teams, Webex, Zoom)
- Technical support for digital and hybrid events
- Remain on top of developments in the field of IT at all times and constantly expand expertise
- Carry out other tasks as necessary

**Required profile:**

- University degree or equivalent certification in Information Technology (e.g. IT systems electronics technician, IT systems integration specialist), alternatively considerable work experience in the field of IT administration
- Work experience and expertise in IT administration
- Very good oral and written communication skills in German
- Good oral and written communication skills in English
- Strong teamwork and communication skills
- Initiative, creativity, and flexibility
- Adaptive and responsive, with a collaborative working style and ‘can-do’ attitude
- Intercultural sensitivity and diplomatic skills
- Ability and readiness to take into account aspects of gender equality and human rights in the execution of tasks
- **Eligibility to work in Germany** (e.g., EU citizenship, a valid work-permit or job-seeker visa for Germany or the EU, etc.)

**Our offer:**

- A position of responsibility with room for manoeuvre in a young and dynamic organisation
- Collegial atmosphere in an international team
- State-of-the-art equipment and spacious, wheelchair accessible office in the heart of Berlin
- Options for teleworking
- Opportunities for vocational training
- The CoE as a recipient of institutional funding from the Federal Government is bound to not exceed the conditions of the collective agreement for the public sector (TVöD Bund). Remuneration, pay grade and tier level are based on qualifications and relevant experience as predefined in the TVöD and are non-negotiable. **Maximum pay grade for this position is contingent on qualifications: max. E12 (Bachelor-level degree) or max. E13 (Master-level degree).**

We value diversity and therefore expressly welcome all applications - regardless of cultural, social or ethnic origin, gender, religion or belief, disability, age or sexual identity.

People with severe disabilities and people of equal status are given preferential consideration in the case of equal suitability in accordance with the legal requirements.

Your application (**in English**) should include the following **documents and evidence**:

- Letter of motivation
  - Mention in **one sentence your eligibility to work in Germany** (e.g., per citizenship or other reason)
- Curriculum vitae
- Work or internship references and further evidence such as language certificates or, alternatively, well-founded statements on the knowledge and competences mentioned in the job profile

Please note that a valid work-permit or job-seeker visa for Germany or the EU is a prerequisite to be considered for the position.

Please send your application **exclusively via e-mail in one PDF document** to [application@coe-civ.eu](mailto:application@coe-civ.eu). Applications are accepted on a rolling basis until the position can be filled with a qualified candidate.

If you have any questions, please contact Tess Dobek, Head of Administration, at +49 30 343 523 094.