

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 foreseen to be filled as soon as possible and is initially limited to two years. The place of work is Berlin.

The CoE was opened in September 2020 during the German EU Council Presidency upon the initiative of the Federal Foreign Office. The core mandate of the CoE is to support its members (currently 21 EU Member States) and preferred partners (EEAS and NATO IS) in strengthening civilian crisis management capabilities in the framework of the EU's Common Security and Defence Policy (CSDP). The Centre does so through identifying good practices and multiplying them in various formats as well as individual expert advice and 'tailored' solutions. The CoE's focus lies on operationalisation of policy decisions with research and analysis supporting these efforts.

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:

- Master's 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

Our offer:

- A responsible position with room for maneuver in a young and dynamic organisation
- Remuneration based on the collective agreement for the public sector (equivalent to TVöD pay group max. E13)
- Collegial atmosphere in an international team
- State of the art equipment and prestigious office space at the heart of Berlin
- Options for teleworking
- Opportunities for vocational training

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
- 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 prerequisite to be considered for the position.

Please send your application **exclusively via e-mail in one PDF document** to application@coe-civ.eu.

Applications are accepted on a rolling basis until the position could be filled with a qualified candidate.

If you have any questions, please contact Kathrin Czirr, Head of Administration, at +49 30 343 523 092.