

IT NETWORK AND SYSTEM ADMINISTRATOR

The **Collaborating Centre on Sustainable Consumption and Production (CSCP)** is offering a position as **IT Network and System Administrator** at its office in Wuppertal.

Duration:

Part-time or full-time position for negotiation, beginning as of 1st July 2021

Location:

Wuppertal, Germany (partly home office possible)

The **Collaborating Centre on Sustainable Consumption and Production (CSCP)** is an independent, not-for-profit “Think and Do Tank” committed to providing collaborative solutions for a sustainable planet. The Centre was founded in 2005 by the United Nations Environmental Program (UNEP) and the Wuppertal Institute for Climate, Environment and Energy and is headquartered in Wuppertal, Germany. A team of currently 60 multi-disciplinary professionals contributes to the worldwide activities of the Centre www.scp-centre.org/about-us.

The CSCP offers you a dynamic and stimulating work environment, diverse assignments and international development opportunities, the chance to work on future-oriented sustainability topics and the opportunity to make a true difference with your work at a reputable organization working on key sustainability issues.

Job Description:

The position will include maintenance of the network and the computers (Mac/Linux), strategic advising on further IT needs / possibilities (e.g. acquiring new hardware, extending network) and occasionally advising on IT implementation aspects in projects. We offer you a friendly work environment with opportunities to develop new IT solutions and approaches.

This includes in particular:

1. Server Administration (Linux, synology, seafile)
2. IT Set-Up, Maintenance and Helpdesk of 60 Mac OS computer
3. Network Administration

And in general:

- software / hardware research & implementation (e.g. extension of network, data storage, online applications) and advising strategically (e.g. acquiring new hardware or software, other IT needs and possibilities)
- Setting up and maintaining employee IT accounts
- Data administration, data recovery
- Knowledge of Webserver and supporting with external webserver settings, updates and maintenance
- Documentation of processes and finding improvement possibilities



INVESTING
IN A GOOD
LIFE

You have:

- Networking Skills (TCP/IP Setup, Wireless LAN Configuration, Network security, etc)
- Good knowledge in administrating Linux Servers
- Interest in open-source software to enable an agile working environment
- Strong general knowledge and interest in computers (peripherals, hardware, new developments/trends)
- Knowledge of Adobe Products (Acrobat, InDesign, Photoshop) a plus but not required
- Knowledge of hypervisors (esxi) is a plus but not required

Other requirements:

- Teamwork-spirit
- Independent execution of tasks
- Previous work experience in similar set-up required

Language:

As German and English are the working language of the CSCP, fluency in written and spoken German and English are necessary.

Remuneration:

We apply the TV-L Salary system.

Application Procedure:

If you are interested in this position, please send us your complete application (including 1-page letter of motivation in English, your CV, certificates and reference(s) to:

Contact person:

Gabriele Eigen
E-mail: job@scp-centre.org