

We shall continue to accept applications until the post is filled



**APPLY** Full-time (40 hours per week)

# MS Windows and SharePoint Administrator

INFORMATION AND COMMUNICATION TECHNOLOGIES DEPARTMENT (ICT)

**Vacancy 06/2020 - (German version [here](#)) Reporting to the Head of ICT, the incumbent will be part of a two-person Windows Administration team within the larger team of IT support professionals.**

## BACKGROUND

The MS Windows Systems Administrator is responsible for the provisioning, installation and configuration, operations and maintenance of all Microsoft services to include SharePoint, MS Windows servers, hardware, software and related infrastructure supporting the IIASA staff of approximately 500 people.

## MAIN DUTIES AND RESPONSIBILITIES

- Serve as the primary MS Office 365 administrator (i.e. SharePoint, MS Teams, SPO and MS application management) ensuring the proper configuration and administration of all SharePoint site collections as well as other related Office 365 services
- Provide in-house solutions consulting to help users determine requirements and engineer the Microsoft Windows-related solutions to meet these requirements
- Perform MS Windows Systems Administration functions to include the installation of servers, systems software and user software, configure server hardware, peripherals, services, settings, directories, storage, and user account administration
- Perform system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure and add new services as necessary
- Provide First and Second Level Help Desk support and troubleshooting for all MS Windows hardware to include (but not limited to) servers, software, desktop and laptop computers
- Research and recommend innovative, and where possible automated approaches for system administration

tasks

- In line with the team spirit that prevails at IIASA, the incumbent will occasionally work on other tasks assigned by their superiors, that may not be directly related to this appointment but where the post holder has relevant experience and skills, and/or a shortage of immediate personnel capabilities requires such.

## REQUIRED SKILLS

- Hands-on work experience and knowledge of the function and administration of Windows systems, SharePoint and Office 365 based services
- Experience in MS Windows Systems administration, specifically with Windows Server 2008R2 and newer
- Experience in Active Directory operation and management (user management, machine management, group policies, identity management, etc.)
- Basic knowledge of Microsoft Azure Active Directory administration
- Fluency in Exchange 2013/2016 operation and management (mailbox management and maintenance, security handling)
- Experience with Windows PowerShell scripting and programming
- Experience in Virtual Desktop Environments (Server Farms, HA, Thin Clients)
- Knowledge of Microsoft Update Services (WSUS) and System Center Configuration Manager (SCCM)
- Knowledge of centralized managed environments
- MSCA or MSCE Certifications are beneficial
- Fluent in both spoken and written English
- Fluency in German is beneficial.

## APPOINTMENT TERMS

The successful candidate will be expected to take up the position as soon as possible, and will initially be offered a fixed-term employment contract for one year with the possibility for extension to an open-ended contract thereafter. While the position is full-time (40 hours per week), applicants wishing to work part-time hours will be considered.

This position is classified as a "Professional level" post.

## WE OFFER:

The minimum annual gross salary for this position is € 43,988 which is exempt from income tax in Austria (subject to the principle of income aggregation – “Progressionsvorbehalt”)

The advertised salary is:

- Negotiable, based on the qualifications, skills and experience of the selected individual
- Subject to deductions for health insurance and/or social security
- Not directly comparable with other employers in Austria, due to the unique legal status and privileges granted to IIASA

## ADDITIONAL BENEFITS:

- Educational subsidies for children of school age enrolled in private schools in Austria
- A generous annual leave allowance
- Tax free shopping privileges
- Moving and settlement allowances and paid home leave for employees in scientific and professional categories hired from international

For further information please visit [working at IIASA](#).

## About IIASA

IIASA is committed to a working environment that promotes equality, diversity, tolerance and inclusion within its workforce. This is reflected in our [Core Values](#). We encourage qualified candidates, irrespective of gender, from all religious, ethnic, and social backgrounds to apply. In the case that candidates are equally qualified, preference will be given to applicants from countries where IIASA has a [National Member Organization](#) (NMO).

## Further Information

For further information about this opportunity please contact:

Name: Alia Harrison

Function: Recruitment Coordinator

Email: [harrison@iiasa.ac.at](mailto:harrison@iiasa.ac.at)

## Applications

**In order to apply for this opportunity, you will need to provide the following documents in English:**

- **A cover letter outlining your motivation for and fit to the position**
- **Your Curriculum Vitae**
- **The names, addresses (including e-mail), and telephone numbers of three work-related reference givers**

**Deadline for receipt of applications: Until filled**

**APPLY**