

APPLY 42/2021

MS Windows Systems and Office 365 Administrator

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) DEPARTMENT

Reporting to the Head of ICT, the MS Windows Systems and Office 365 Administrator is part of a two-person Windows Administration team within the larger team of IT support professionals. The incumbent is responsible for the provisioning, installation and configuration, operations, and maintenance of all Microsoft services to include Office365, SharePoint, MS Windows servers, hardware, software and related infrastructure supporting the IIASA scientific, professional and administrative staff of approximately 500 people.

MAIN DUTIES AND RESPONSIBILITIES

- Perform MS Windows Systems Administration functions to include the installation of servers, systems software, and user software, configure server hardware, peripherals, and related services
- Management of the Windows infrastructures (on-premises and AZURE Cloud) to include Active Directory, DNS, and other system level services
- Proactive 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
- Administration of the MS Office 365 environment (i.e., SharePoint, MS Teams, SPO and MS application management)
- Management, operation, and enhancement of on-premises Microsoft Infrastructure and integration with Office 365 Cloud services
- Management, operation, and enhancement of the MS Exchange Email infrastructure
- Administration of MS Windows Scientific computing resources (i.e., compute servers and Condor Clusters)
- Administrative support for scientific software (i.e., GAMS, MATLAB, ArgGIS, Mathematica, R, SPSS, and SAS)
- Development and implementation of HPC and HTC infrastructures supporting scientific computing needs

- Conduct ICT-related procurements and price negotiations with regards to servers, end-user devices, storage, and software purchases
- Consult with users and engineer solutions to address technical and user requirements
- Research and recommend innovative, and where possible automated approaches for system administration tasks
- In collaboration with the Network, Unix and Security Team, assist with the management of the central backup and file restoration
- Collaborate with the Help Desk support and Network, Unix and Security teams to troubleshoot and resolve MS Windows related issues
- In line with the team spirit that prevails at IIASA, the incumbent may occasionally work on other tasks assigned by their superiors, that might 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 QUALIFICATIONS, SKILLS, AND EXPERIENCE

Extensive hands-on experience in and thorough knowledge of:

- MS Windows Systems administration, specifically with Windows Server 2008R2 and newer
- The function and administration of MS SharePoint and Office 365 based services.

Some experience with:

- Active Directory operation and management (user management, machine management, group policies, identity management, etc.,)
- Windows PowerShell scripting and programming
- Virtual Desktop Environments (Server Farms, HA, Thin Clients).

Working Knowledge of:

- Microsoft Azure services
- Microsoft Update Services (WSUS), System Center Configuration Manager (SCCM) and Intune
- Supporting scientific computing systems and environments to include HPC/HTC solutions, Condor, and scientific-based software
- Centralized managed environments.

In addition to:

- Fluency in Exchange 2019 operation and management (mailbox management and maintenance, security handling)
- MCSA or MCSE Certifications preferred
- Fluency in the English language (the working

APPOINTMENT TERMS

The selected candidate should be available to take up the position in March 2022 or as soon as possible thereafter. We offer an initial fixed-term, full-time (40 hours per week) employment contract for one year, with the possibility for extension to an open-ended contract thereafter. Applicants wishing to work part-time hours will also be considered.

Duties will be carried out at the IIASA premises in Laxenburg, near Vienna in Austria (up to 100 days per year home office working within Austria possible).

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

WE OFFER

A **minimum** gross full-time (40 hours per week) annual salary of EUR 50,000.00 which is exempt from income tax in Austria.

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
- Subject to the principle of income aggregation (Progressionsvorbehalt in German).

IN ADDITION

- Educational subsidies for children of school age enrolled in private schools in Austria.
- A generous annual leave allowance.

language of the institute); ability to communicate in German advantageous.

- Team spirit with excellent communication and interpersonal skills
- The ability to maintain a positive working atmosphere with individuals of different national and cultural backgrounds.

- Moving and settlement allowances and paid home leave for employees in scientific and professional categories hired from international locations.
- Assistance for newcomers to Austria with visa, work and residency permit applications.
- Support finding accommodation in Austria.

Further details [here](#).

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 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:

recruitment@iiasa.ac.at

Applications

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
- A detailed Curriculum Vitae
- The names, addresses (including e-mail), and telephone numbers of two work-related reference givers.

Deadline for receipt of applications: extended until filled

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