

Job Advertisement

IT Administration for Windows and Linux (m/f/d) Part-time (30 hours per week)

The NGO fragFINN is a search engine for children and therefore develops and maintains a „positive list“ of websites suitable for children, and is committed to positive youth media protection as well as strengthening children's media competence.

As part of a project funding, we are looking for IT Administration support.

Your Tasks:

- Administration and maintenance of the entire office infrastructure (based on Windows and Linux servers) incl. support of the existing Windows AD
- Administration of the existing client/server and network infrastructure (Windows/Linux/VPN)
- Analysis and addressing of security risks
- User and rights administration of the internal systems
- Supervision, support and training of employees
- Documentation of systems and infrastructure, including configuration
- Installation, setup, maintenance and care of the software products used
- Procurement and licensing of hardware and software
- Support for the existing server virtualisation (Proxmox VE)
- Contact person for provisioning, installation and troubleshooting of server services for the developers, as well as other in-house services for the internal infrastructure (mail server, file server, etc.)
- Optimisation, expansion, monitoring, updating and maintenance of our in-house IT systems and services, including server infrastructure
- Setup and expansion on our externally hosted servers (storage systems, databases, etc.)
- 1st, 2nd, 3rd level support for internal team (Windows) and the externally hosted infrastructure (Linux/Ubuntu)
- Programming for server maintenance/automation mainly in script languages (Powershell, Shell, Batch Python etc.)
- Support and expansion of the cloud server infrastructure
- Communication with external technical service providers

Your Qualifications:

- Completed IT or computer science studies or comparable education (e.g. IT specialist*in system integration)
- More than three years of professional experience as a system administrator with Linux operating systems (preferably Debian/Ubuntu)
- Confident handling of Windows and Linux servers as well as heterogeneous networks
- Professional experience in Microsoft Exchange
- Demonstrable training and preferably certifications for Microsoft Exchange and MCSE

- Experience with Windows Server, Active Directory, MS Exchange Server
- Supplementary special knowledge in the environment of Exchange infrastructures (AD, DNS, IP networks)
- Extensive knowledge in automation and experience with monitoring tools (Nagios/ Icinga etc.)
- Scripting experience with Bash and Python
- Experience with 24/7 productive environments in terms of strategies and for the realisation of highly available services for in-house operation
- Confident handling of databases (PostgreSQL and/or MySQL etc.)
- Solid basic experience in troubleshooting Windows, server and client systems.
- Knowledge in the areas of: Backup procedures, software distribution, network and client security and virtualisation
- Confident handling of network technologies (DHCP, DNS, IPsec etc.)
- Good self-organisation, flexibility, willingness to work and ability to work in a team
- Very good knowledge of English, written and spoken knowledge of the German language is desirable

We offer:

- An interesting, meaningful and varied job
- An open-minded team and pleasant working atmosphere
- Flat hierarchies and short decision-making processes
- A good balance between work and family life
- Proportionate mobile working possible by arrangement
- A workplace in Berlin with good public transport connections
- A large roof terrace with a view of the TV tower

The position is part-time (30 hours per week) and limited to 2 years. An extension is being sought.

Have we aroused your Interest?

Then we look forward to receiving your application (PDF document) with the earliest possible starting date until 30 May 2022 at the latest by e-mail to jobs@fragfinn.de. If you have any further questions, please contact Anke Meinders (Tel. 030 240484-50, <https://www.linkedin.com/in/anke-meinders/>).

Note on data protection:

We store your contact details and application documents for the duration of the application process and delete them completely afterwards.

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