

## Job opening: System administrator

FCZB is a feminist educational NGO which has been developing and realizing innovative training courses for women in the field of information and communication technologies since 1984. Our projects contribute to equality in the labour market and counteract the exclusion of different target groups from participating in the information and knowledge society (digital divide).

To strengthen the base of our multifaceted and diverse team, we are currently looking for a new talented person to fill a job opening in our IT system administration. Your area of responsibility will be the administration and further development of the IT infrastructure and the FCZB's online services.

### Your tasks

- Ensuring secure and smooth IT operations
- Setting up and administering Windows servers
- Administration of Windows server services and programs
  - Hyper-V, Windows Update Server
  - Antivirus software (Trend Micro Apex One), backup software (Veritas Backup Exec)
  - MS Exchange Server
- Administration and design of Windows domains (Active Directory, GPO)
- Administration Windows Clients
- Operation and further development of the network infrastructure
- Troubleshooting and incident management
- Creation and implementation of IT security guidelines
- Consulting and support for the entire team
- Hardware and software purchasing incl. allocation

### Your profile

- University degree in IT or comparable qualification
- High level of technical knowledge in the following areas
  - Microsoft environment (Windows Server 2019, Windows 10/11)
  - Server and client hardware
  - Administration Active Directory, GPO, WSUS
  - Network administration (IPv4, IPv6)
- Ideally knowledge of / experience with
  - MS Exchange administration
  - Virtualization (Hyper-V)
  - Windows Powershell

- IT security issues, data protection
- Operation of server hardware, UPS, switches
- Microsoft 365 and cloud applications
- Web applications (Wordpress, Moodle)
- Public funding and procurement law
- Great team spirit
- Independent and quality-conscious work
- Flexibility, strong service orientation and ability to work under pressure
- Independent, structured and solution-oriented work
- Gender and diversity competence

### What we offer

- An appreciative and cooperative working environment
- Exciting and varied work in a small department team within the organization
- Opportunities to balance work and private life
- Opportunities to shape your own work
- Opportunities for professional development
- Payment based on TVL (max. E11), 80%-100% position

Have we caught your interest?

If you think that your skills' profile might not match every requirement listed in the job description, please apply anyhow.

**We look forward to receiving your digital application to Louzie Brödel, [broedel@fczb.de](mailto:broedel@fczb.de).**

If you have any questions, feel free to contact Louzie via telephone: 030 617970-44.

We particularly welcome applications from women with a migration background. Applications from People with disabilities will be given preference if equally qualified.

For more information on FCZB, please check our website [www.fczb.de](http://www.fczb.de).