

We are calling for an

IT Assistant

About Us

IFOAM - Organics International is an NGO that promotes the broad adoption of truly sustainable agriculture, value chains and consumption in line with the principles of organic agriculture. Founded in 1972 the mission of IFOAM – Organics International is leading the change – organically.

The Position

It's an exciting time to join our team. In a growing international organization demands on Information Technology (IT) are also increasing. To support our IT Officer we are looking for an *Student IT Assistant*.

We work in a Mac-based office environment and we maintain an inhouse Mac server and several Linux-based webservers. As IT Assistant you prepare computers for new colleagues and you learn to take over basic tasks of the infrastructure maintenance. You also act as a first-level support for our team in Bonn and occasionally also for colleagues working from abroad.

As a proactive team player you are working collaboratively as part of a multicultural and interdisciplinary team of 26 and based in Bonn, Germany, reporting to the IT Officer.

Responsibilities

Prepare Mac computers for new colleagues;

- Independently support the office team in IT matters;
- Maintenance of Linux and mac servers;
- Maintain parts of our network infrastructure;
- Support the IT Officer.

Qualifications, Experience & Skills

Experience in IT support;

- Familiar with the macOS operating system;
- Experience with at least one Linux distribution, e.g. Ubuntu;
- Familiar with the command line;
- Ability to communicate in English, additional languages (e.g. German, French and/or Spanish) are valued;

- Ability to resolve problems independently;
- Responsible, reliable and service-oriented.

We Offer

We offer a part-time (20 hours a week) position in a dynamic and multicultural team of a well-established and growing, international organization. A two-year contract, with the possibility of extension, is foreseen for this position.

We offer a monthly salary of € 1000 (brut). Experiences and skills of particular relevance may be considered and influence the salary level.

How to Apply

Electronic applications should be submitted to jobs@ifoam.bio. Applications should include a cover letter, work certificates and your CV. Shortlisted candidates will be asked to provide the names and contact details of two professional references. Only complete applications will be considered. We will fill the position when a suitable candidate is found so we encourage early applications.