GIGA
German Institute for Global and Area Studies
Leibniz-Institut für Globale und Regionale Studien

The German Institute for Global and Area Studies (GIGA) / Leibniz-Institut für Globale und Regionale Studien is an independent social-science research institute based in Hamburg. It analyses political, social and economic developments in Africa, Asia, Latin America and the Middle East to address questions of local and global significance. It combines region-specific analysis with innovative comparative research on accountability and participation, globalisation and development, peace and security, and global order and foreign policies. The GIGA seeks to appoint an

IT System Administrator

Applications are invited for a full-time permanent position, starting 1 January 2023. The salary is commensurate with EG 9b TV-AVH / TVöD.

The successful candidate will become a member of the IT Department and report to GIGA's Chief Information Officer.

As IT System Administrator, tasks will include:
- Administration of the Microsoft 365 tenant, incl.
  - Client management with Microsoft Endpoint Manager / Intune
  - Exchange Online
  - SharePoint Online / OneDrive
  - Microsoft Teams
  - Identity management with Azure Active Directory
  - Security incident monitoring and response with the Microsoft 365 Security Suite
- Administration of a Windows Server 2019 (and later) domain, incl.
  - Server and client administration with System Center Configuration Manager (SCCM)
  - Identity management with Active Directory
- User support
- User training, especially regarding (hybrid) video conferencing with MS Teams and different audio/video equipment
- Digitalisation and optimisation of business processes

Mandatory qualifications:
- Successful completion of a degree in IT, or another field and relevant work experience
- Extensive experience regarding administration in the Microsoft 365 eco system
- Extensive experience in customer support, and "support mentality"
- English- and German-language proficiency
- Diligence, keen eye for details

Desired qualifications:
- Analytical Approach to problem solving
- Strong organisational skills
- Commitment to continuous development and improvement
- Intercultural sensitivity

Our offer:
- A team where teamwork is not just a slogan but daily reality
- Opportunities for self-structured and self-paced work and independent development of new projects
- Interesting and varied tasks,
- Regular training offers
- "Christmas" and team bonus, as well as company pension scheme (VBL)
- Mobile work up to 60% possible
- Office at Hamburg city centre and supplement to public transport ticket

Part-time options will be considered, if so desired by the successful candidate. Diversity and the reconciliation of work and family life are of great importance to the institute. The GIGA promotes the equality of all genders.

Please fill out the GIGA application form (found at https://www.giga-hamburg.de/en/career) and send it with your full application (**Ref.-No. GIGA-22-10**) including relevant supporting documentation (motivation letter, CV, credentials/diplomas/certificates) as one document (except for the completed GIGA application form) to:

Sofiia Sehin, German Institute for Global and Area Studies (GIGA),
Neuer Jungfernstieg 21, 20354 Hamburg, Germany
Email: giga-calls@giga-hamburg.de (email applications are particularly welcome).

Screening of applications will begin on 1 November 2022.

For further information, please visit the GIGA homepage (www.giga-hamburg.de) or contact Nikolai Röhl (email: nikolai.roehl@giga-hamburg.de).

The GIGA has earned the Hamburg Family Seal