VACANCY NOTE

Job title: Systems Administrator – full-time

Job location: The Central Executive Management Office of BBMRI-ERIC in Graz, Austria

Job Purpose: The Systems Administrator is responsible for supporting all office operations regarding IT and the infrastructure operations of Common Service IT.

Short description of BBMRI-ERIC:

The pan-European Biobanking and Biomolecular resources Research Infrastructure is a distributed bio-medical and life science infrastructure for sustainable storage and dissemination of biobanked samples and associated data in Europe. On 3rd of December 2013, BBMRI was officially awarded the Community legal framework for a European Research Infrastructure Consortium (ERIC). This specific legal form is designed to facilitate the joint establishment and operation of research infrastructures of European interest. BBMRI-ERIC will provide access to the collections of partner biobanks and biomolecular resources, their expertise and services on a non-economic basis.

The Common Service IT aims to implement core IT services, such as the Directory, the Sample/Data Locator and Negotiator as well as data harmonisation tools and reference tools for biobanks.

BBMRI-ERIC is an inclusive, equal-opportunity employer offering attractive conditions and benefits appropriate to an international research organisation. Further information on the aims, mission, governance, statutes of BBMRI-ERIC can be found at www.bbmri-eric.eu.

Key responsibilities

- System administration of Windows and Linux servers operated by BBMRI-ERIC Headquarters and Common Services
- Management of Office 365 account for BBMRI-ERIC (account creation, user support)
- Support of office operations regarding IT
- Support of communication technologies (mobile phones, videoconferencing, etc.) for BBMRI-ERIC Headquarters and Common Services
- Supervising managed operations contracted from third parties (e.g., domain hosting and server hosting)
- Sharing responsibility for infrastructure operations of Common Service IT of BBMRI-ERIC
- Automation of system administration
- Development of documentation: operation documentation, user documentation

Requirements

- Knowledge of Windows server administration
- Knowledge of Linux server administration
- Knowledge of virtualisation technologies: Hyper-V, OpenStack, VMWare
- Knowledge of scripting languages (ideally Windows shell and PowerShell, UN*X sh/bash, Perl, Python)
- Experiences with administering Microsoft Office 365
• Ability to support Microsoft Office
• Spoken and written German & English

Additional skills
• User-level experience with MacOS
• Knowledge of programming in Java
• LaTeX typesetting

What we offer
• You will be part of an international team of enthusiastic professionals
• Competitive salary (see below)
• Complementary health insurance
• Private pension scheme
• Relocation and travel grant as well as local support for housing for people moving to Graz

Employment terms and conditions
The Systems Administrator will be directly employed by BBMRI-ERIC at its Central Executive Management Office in Graz, Austria. The employment follows the Austrian employment law.

Salary
According to European/international standards for similar roles and responsibilities and requirements of this function (€ 40,000.00 annual gross salary as basis for negotiation; final salary will depend on qualification and experience).

Application Procedure
For applications to be valid, candidates must submit:

• A Curriculum Vitae [CV] with photo in English
• Supporting documents (for example, certified copies of degrees, references etc.)
• Letter of intent

Please send the required documents via e-mail to the following address:

Carmen Cristea, at carmen.cristea@bbmri-eric.eu

Deadline for application is the 15th of January 2018; anticipated start of work is the 15th of February 2018.