IT support and administrator (R-AD2408) (x/f/m)

Start date: As soon as possible. Part time/ full time

Location: Cologne

Application deadline:10 November 2024

NewClimate Institute

NewClimate Institute focuses on climate mitigation by supporting climate action research and implementation around the world. We are a dynamic and diverse multidisciplinary team of political scientists, event managers, engineers, communication experts, business administrators, writers, natural scientists, data nerds, and much more – what unites us is the will to tackle the climate crisis. Through our policy-oriented research and capacity building we help national governments, international organisations, NGOs and other actors to develop and implement solutions to the global climate change challenge. NewClimate Institute's key motivation is to maximise impact, in a creative and fun working environment with a positive team spirit built on openness, trust, and inclusiveness.

The position

NewClimate Institute is seeking IT support in our Cologne office to meet the increased demand placed on our IT infrastructure in a growing organisation and in a rapidly evolving environment. Together with a small team, you will manage all IT-related tasks at NewClimate with the goal of keeping our team of experts working safely and effectively.

The position includes, among other tasks:

- IT support for the team
- SharePoint and M365 administration
- Network administration
- Onboarding and awareness trainings to the team
- Managing and distributing IT equipment and setting up laptops
- Continuous development of our IT security concept and the implementation of agreed measures
- Development of internal IT-related policies and training materials for staff.

This position comes with a competitive package of salary and other benefits, including 30 days of paid holiday, a public transport pass ("Deutschlandticket"), and support for a private pension scheme. The general German benefits scheme includes health insurance and social security. In certain cases, NewClimate Institute can also provide administrative support for visa applications for non-EU nationals.

Candidate profile

We are looking for somebody who is:

- Knowledgeable on and interested in supporting and developing the IT services and infrastructure for a forward thinking, evolving, non-profit organisation in a dynamic, impact-oriented team-work atmosphere

- Service- and solution-oriented team player, who can translate technical details into comprehensible concepts and friendly advice to colleagues

- Self-sufficient, independent and eager to learn and take on new tasks as they come along

- Interested to be part of a multi-disciplinary, international team

- Available to travel to Berlin (on a needs basis, approximately four times a year)

Requirements are:

- University degree or equivalent experience in a related field of IT administration

- At least 3 years of work experience in IT support or administration in a professional environment.

- Good understanding of the cybersecurity threat landscape and some experience in IT security

- Familiarity with administration of Windows PCs and Windows environments

- Experience with Microsoft 365 administration

- Motivation to support a team of experts in the field of climate policy

- Full professional proficiency in English (written and spoken); German or other languages is a plus

You don't meet all the criteria? No problem - apply anyway!

NewClimate Institute draws strength from its diverse team. We welcome applications regardless of a candidate's ethnic and social origin, religion, sex, sexual orientation, gender identity, national origin, disability, care responsibilities or age. We encourage applicants from the Global South.

Application procedure

If you are interested, we look forward to receiving your CV along with a short cover letter and university transcripts. Please do not include a photograph in your application. Please send the application via email to: recruitment@newclimate.org. Please include the reference number "R-AD2408" in the email subject and make sure to send all relevant information and files in a single pdf-document with a maximum size of 10 MB.