The Max Planck Institute for Biogeochemistry (MPI-BGC) in Jena is dedicated to interdisciplinary basic research in the field of Earth System Sciences with a focus on climate and ecosystems. The internationally renowned institute, which currently employs around 230 people, will celebrate its 25th anniversary in 2022. Jena is known for its high-tech industry, internationally renowned research facilities and a modern university. But it also has a beautiful natural setting in the green Saale valley with steep limestone slopes. The city of Jena has an active student scene and a diverse cultural life. We are looking for the service group Scientific Information Technology for the next possible date an

**IT Administrator (m/f/d)**

*(full-time/part-time)*

**Background and position description:**

The service group contributes significantly to the effective and secure IT service at the institute and supports our scientists in their diverse and increasingly data-driven daily research routine, which includes high-performance computing. The service group currently has 5 employees. We are looking for further reinforcement in at least one of the following areas: Operational Systems, Backup & Recovery, SAN/Storage, Operational IT Security. The jobholder (m/f/d) works closely with partly international scientists, whose needs he (m/f/d) can quickly grasp due to his (m/f/d) English language skills and relevant professional experience and implement according to relevant legal requirements and guidelines. He (m/f/d) regularly participates in information and educational offers of the Max Planck Society in order to regularly adapt his profile to constantly changing requirements.

**Your Tasks:**

- configuration, monitoring and further development of a complex and science-driven IT infrastructure (active and passive network components, servers, storage, virtualization environments)
- administration of backup and recovery processes
- planning and review of IT security measures
- administration of AD and virtualized system environments
- creation of concepts for the further development of current IT systems as well as participation in the procurement of hardware and software
- creation and maintenance of system documentation as well as scripts for the administration of the systems
- support of employees in all questions concerning the IT systems in use
- assumption of on-call duties on weekends and holidays

**Your Profile:**

**Professional profile:**

- successfully completed relevant vocational training or successfully completed technical college education in computer science/applied computer science/IT management or equivalent qualifications as well as at least three years of relevant professional experience
- experience with the operating systems UNIX, unix-like OS, Microsoft-Windows and Apple MacOS X as well as application software running on these systems
- knowledge in the administration and support of IT network structures
• experience in the implementation of IT security requirements as well as in the operation of productive systems and specialized applications
• additionally advantageous are: Experience with continuous improvement of IT security (endpoint security, client and server hardening); certification of a network equipment/OS vendor; programming skills in at least one programming language; experience in Information Security Management System (ISMS)

Personal profile:
• distinctive ability to work in a team and intercultural competence as well as service orientation, self-initiative and sense of responsibility
• high flexibility and resilience, with very good time and priority management
• a goal-oriented, binding, structured way of working
• organizational talent, negotiation and mediation skills
• knowledge of German and English (other language skills are welcome)

Our offer:
• activity in the attractive international environment of an interdisciplinary research institute of the Max Planck Society as well as in a friendly and team-oriented working environment.
• regular participation in modern career-oriented training and continuing education programs
• childcare through partnership with a nearby childcare facility
• use of company prevention offers in the health area
• use of our job ticket, the Dual Career Network and other campus offers

If the requirements of the collective agreement are met, the position will be graded according to TVöD Bund up to pay group 12; in addition, we provide a pension plan based on the public service (VBL).

The Max Planck Society is committed to gender equality and diversity. It aims to increase the proportion of women in areas where they are underrepresented. Women are therefore strongly encouraged to apply. We welcome applications from all fields. The Max Planck Society has set itself the goal of employing more severely disabled people. Applications from severely disabled persons are expressly encouraged.

Your application:

Please contact the head of the service group, Mr. Bertram Smolny (bsmolny@bgc.mpg.de), if you have any questions regarding the advertised position. If you have any questions about the recruitment process, please contact the Head of Administration, Dr. Matthias Braun (mbraun@bgc-jena.mpg.de). Have we aroused your interest? Then please send us your application with cover letter, curriculum vitae as well as names and contact information of two references by e-mail summarized in one PDF file (max. 10 MB) by **July 26, 2021**, quoting the reference number **12/2021** to bewerbung@bgc-jena.mpg.de or to Max-Planck-Institut für Biogeochemie Personalbüro: Kennwort “IT Administrator“ Hans-Knöll-Straße 10 07745 Jena

We kindly ask you not to use application folders, but to submit copies only, as your documents will be destroyed in accordance with data protection regulations after completion of the application process.

We are looking forward to your application!