



The PATRIP Foundation is looking for an

IT-Administrator (m/w/d)

to support our team in Frankfurt am Main in Germany

The **PATRIP Foundation** is a charitable, non-profit-making institution, set up by the German KfW Development Bank on behalf of the German Federal Foreign Office in 2011. The PATRIP Foundation's overall goal is to contribute to **more stability in fragile countries**, where we work together with trusted national and international NGO as implementing partners to support border communities facing challenges of isolation, violence, and poverty. We currently work in **Pakistan, Afghanistan and Tajikistan** (PAT region) and countries in **West Africa** (WA region). For more information, please refer to our website: www.patrip.org

PATRIP Foundation is seeking an **organized and passionate multi-tasker** for the role of **IT-Administrator**. This post offers the opportunity to contribute to an organization that is expected to grow substantially over the coming months and years, while gaining experience in the administration and management of the IT related environment of a non-profit organization.

Our offer

- Be part of a small and dynamic team;
- Participate in the organisational development of a growing institution;
- Work in a multi-cultural context;
- Enjoy fair and flexible working conditions including training opportunities.

Expected starting date

As soon as possible.

Tasks and responsibilities

- Day-to-day multi-level support;
- Hardware upgrades and deployments;
- Software licences management;
- Deployment and maintenance of Microsoft 365 & Azure platform and related applications;
- Support the introduction and maintenance of an Enterprise-Resource-Planning (ERP) System;
- Support the deployment and maintenance of Project Management System (PMS);
- Ensure data security and compliance;
- Keep up to date knowledge on latest technology standards and security matters;

Your profile

- Bachelor's degree or equivalent experience with 3+ years' experience as IT-Administrator in a similar role;
- Certifications in Microsoft 365 and Azure fundamentals;
- Strong understanding of Microsoft 365 service structure and core features;
- Strong knowledge of Microsoft Exchange Online, SharePoint Online, Teams, OneDrive for Business, and related Office 365 Admin Centers;
- Strong knowledge of Azure Active Directory;
- Strong knowledge of Office 365 Security and Compliance features.
- Excellent troubleshooting experience;
- Knowledge of applicable data privacy practices and laws;

- Ability to interact with colleagues in English and German to assess and gather our organisation's IT requirements and turn them into appropriate solutions;

Application

If you are interested in this position we are looking forward to the following documents:

- **Letter of motivation**
- **CV** (max. 1 to 3 pages)

- **Relevant diplomas and reference letters**

Your letter of motivation should state your possible **starting date and salary expectations**. Moreover, it should answer the following questions:

- Why are you particularly qualified to support the PATRIP team as an IT-Administrator?
- What do you expect from working as an IT-Administrator for the PATRIP Foundation?

Please send the required documents via email at the latest by **4th of March 2022** to the following address: alexander.bohr@patrip.org; Shortlisted candidates will be invited to an interview by video/phone conference.

