



## VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with Headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>

The Global Crop Diversity Trust is seeking candidates for the position of:

### Information Technology Assistant

Reporting directly to the IT Manager, the IT Assistant will provide technical and administrative support to ensure the regular, day-to-day functioning of ICT systems and infrastructure. In addition she/he will provide substantive inputs to a range of activities carried out in close collaboration with the members of Corporate Operations team. The IT Assistant will be based at the Crop Trust's headquarters in Bonn/Germany.

Specifically, the IT Assistant will:

- Provide ICT Help Desk support, including IT setup for meetings;
- Maintain accurate, orderly and up-to-date records and check-out ICT equipment to staff
- Conduct and maintain IT inventories;
- Configure and maintain ICT systems
- Implement procedures for backups and disaster recovery;
- Implement ICT security strategy (including monitoring threats/security vulnerabilities and providing mitigation as needed);
- Implement ICT services with support of external providers or internal resources as necessary;
- Brief staff on ICT issues (verbally and in writing as required);
- Implement policies and routine procedures related to ICT services;
- Assist in the identification and evaluation of providers for outsourcing IT services including through obtaining quotations for ICT items and preparing comparison of offers;
- Maintain technology infrastructure in sync with changing requirements of the organization and technological advancements;
- Maintain the Online Reporting Tool by ensuring the continuous integration of software development, backup and disaster recovery.
- Provide IT and website support to the Genebank Platform, the CWR project and other projects and programs as required;
- Perform any other duties as required.

Additionally the position will have responsibilities of:

- Support the Budget Holder in managing the contract or operating expenditure budget and to facilitate the process for expenditure approval.

#### Qualifications

- Bachelor's degree or higher in computer science, IT or related field
- Secondary school education, supplemented by IT training and/or at least three years of relevant experience may be accepted in lieu of a bachelor's degree



- Fluent English language, both written and spoken; knowledge of other languages is an advantage
- Demonstrated personal organization, priority setting and accuracy
- Sound judgment and initiative; ability to work independently within assigned areas
- Sound interpersonal, communications and teamwork skills; courtesy, tact and the ability to establish and maintain effective working relationships with people of cultural and national backgrounds
- Strong client orientation and service approach
- Strong analytical skills and problem-solving attitude
- Strong attention to detail
- Commit to 'doing what it takes' to resolve technical issues regardless of the effort or timeframe required
- Working knowledge of Linux and Mac OS X
- Familiarity with network services e.g. Active Directory, File Sharing, DHCP, DNS or RADIUS
- Sufficient knowledge of scripting languages e.g. shell, python and power shell
- Experienced with the current standards and terminologies used for LAN systems e.g. TCP/IP, IEEE standards (802.1Q and 802.1X)
- Familiarity with Cloud Computing Platforms and Virtualization technologies

**Terms and Conditions:** The Crop Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a General Service position classified as Level 2, with Level 3 being the highest. The salary range for this Level 2 position starts at Euro 30,000. All benefits are denominated and paid in Euros. Staff of the Crop Trust (including German nationals) are exempt from host country income tax. Relocation costs are not covered. **The contract duration will be for three years** and will be subject to a probationary period of 12 months.

**Applications:** Interested candidates should submit the following (incomplete applications will not be considered):

1. A letter of motivation (maximum 500 words) indicating how you meet the expected set of skills and competencies for the position and outlining your qualifications and experience
2. *Curriculum Vitae* in English (please include your current residence address, telephone number, and email address, date of birth, gender and nationality)
3. Names and full contact details of at least three referees.

The above items should be sent to: Human Resources Office, Global Crop Diversity Trust, preferably by email at [trustvacancy@croptrust.org](mailto:trustvacancy@croptrust.org) **no later than 21 June 2019**. Alternatively, applications can be sent by mail to the following address: Platz der Vereinten Nationen 7, 53113 Bonn, Germany. All mailed applications must be postmarked by the above deadline. *Please quote source of advertisement.*

*The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.*

*All applications will be acknowledged, but only short-listed candidates will be contacted*