JOB ADVERTISEMENT

**The German Embassy School Addis Ababa is looking for an
IT-Network and System Administrator
(Local employment/hourly basis)**

Tasks

- Administration of the computer systems and the servers
- Plan, Install, configure and maintain the school's network infrastructure and internal servers
- Define network policies, procedures and guidelines for enhanced network security and performance
- Rectification of system failures: Emergency service (within a maximum of 24 hours)
- Troubleshoot system and network problems, diagnose and resolve hardware or software errors
- Setting up automation and monitoring tools, e.g. network performance (availability, utilization, throughput, and latency) and testing for vulnerabilities
- Overseeing users' access and permissions and implementing security measures to prevent unauthorized access
- Planning and executing necessary system upgrades and repairs
- Ensure network security and connectivity including firewall configuration
- Hardware and software planning and procurement; installation and configuration of hardware and software components
- Creation of a data backup concept (planning of backup strategies, monitoring of regular backup of programs and data inventories, distribution of access rights to resources (directories, printers, Internet access); monitoring and execution of data backup work (regular checking of programs and data inventories for software manipulation (e.g. viruses)
- Identifying user needs and system gaps and procurement planning of respective hardware and software components; local and international
- Planning and implementation of regular audits (internal and external)
- Instruction of and cooperation with the IT support
- Training of staff in using the in-house IT system
- Tracking and management of external contractors

Qualifications

- Completed training or studies in the field of computer science, information technology or another related field
- At least 5 years of proven professional experience in IT network and system administration
- Knowledge of Office 365 and OneDrive configuration and security setup
- Scripting Languages skill is required
- Network and System administration certifications e.g. Microsoft Certified, CCNA are of benefits
- Proactive and thorough way of working
- Very good knowledge of English, knowledge of German and/or Amharic is an advantage

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Benefits

- Appropriate payment on an hourly basis according to qualifications and professional experience, attractive working conditions in a motivated team in an international environment
- 1-year contract with the possibility of extension
- Family friendly working conditions

Start of work: Next possible date

Scope of work: Hourly basis

Application: Significant application documents (cover letter, curriculum vitae and references) by email to hr@dbsaa.de (Only complete application documents submitted via Mail will be accepted)

Application deadline: 28.03.2025