VACANCY NOTICE PU/TS/12-21

The International Centre for Genetic Engineering and Biotechnology (ICGEB), established in 1983, is an international, intergovernmental organisation conceived as a Centre of excellence for research, training and technology transfer to industry in the field of biotechnology to promote sustainable global development. The Centre conducts innovative research in life sciences and strengthens the research capability of its over 60 Member States through training, funding programs and advisory services. Located in Trieste (Italy), New Delhi (India) and Cape Town (South Africa), and in collaboration with over 40 Affiliated Centres worldwide, the three ICGEB Components provide a scientific and educational environment of the highest international standards. Further information is available at https://www.icgeb.org

The ICGEB invites applications for the post of Information Technology Officer

POST TITLE: Information Technology Officer

DUTY STATION: Trieste, Italy

DATE REQUIRED: As soon as possible

TYPE OF CONTRACT: Fixed term appointment

DURATION: Initial period of one year, with possibility of one year further extensions subject to satisfactory performance.

LEVEL: P1 (UN Salary Scale)

DUTIES: Under the direct supervision of the Chief, Legal & Administration, the incumbent will be responsible for the full management of current IT infrastructure:

- Supervision of the IT unit and its staff. Represent the IT Unit with the ICGEB stakeholders. Contribute to the procurement of hardware, software and support-subscriptions. Participate with different capacities in tenders and selections.
- Drive the execution of the IT strategy of the ICGEB, i.e. provide guidance in the coordination, management and follow up of the implementation of strategic ICT initiatives;
- Define and oversee the data security policy of the Agency, i.e. the design and implementation of information systems and solutions required to enable and support the activities of the Agency in a secure manner;
- Responsible for the management of the Microsoft-365 tenant, with its users distributed across the two 
components (Trieste and Cape Town), including Exchange Online email, SharePoint, Teams and OneDrive. Co-operate with the Support Specialist for the day-by-day tasks.

- Oversees the development of the ICGEB Data & Analytics (ID&A) database with the ISG gateway published to the Internet. In co-operation with the Developer, contributing to the availability of the services and the management of the underlying Oracle database and Linux machines.
- Management of the Azure tenant, including creating, running and backing up virtual machines, VPNS and services published to the Internet. Administer the on-site VMWare hypervisor and their Hosts/Storages to ensure the availability of the Virtual Machines in there.
- SAP hosting, including running the IEP and IEQ environments and their SAP/Hana databases. Backup of data. Creation of SAP accounts with the appropriate roles. Contribute to the SAP development of additional services.
- Linux and Windows 2019 servers, Active Directory authentication and its replication to the cloud.
- Ensuring the best possible level of security.
- Network management (LAN, WAN, Wi-Fi, Eduroam).
- Support to internal users, acting as a technical expert in resolution of daily routine problems.
- Perform other work-related duties as may be required.

QUALIFICATIONS:

Advanced University Degree in Computer Science, Information Technology or closely related field is an asset. Certifications (e.g. Microsoft systems, Oracle, SAP, Microsoft-365, Azure, Power-Bi and ITIL or PRINCE2. At least 2 years of IT systems administration experience. Knowledge and experience on the Microsoft-365 tenant administration, including Exchange Online, SharePoint Online, Teams, OneDrive, Forms and Active Directory replication. Knowledge and experience on the corporate SAP infrastructure, including SAP IEQ and IEP hosting, VPNS to the three components, SAP/Hana Database and their backups. Knowledge of the Power-BI reporting and Oracle/SQL databases administration. Knowledge and experience in IT network management, including Firewalls, Switches, Fiber, UTPs, VPNS for PCs and MACs, VLANs and Wi-Fi Access Points. DNS and DHCP management. Veeam backup. Windows 2019 domain and synchronization of the Active Directory to the Cloud. Group policies, Printers and other AD resources. Proactivity in proposing the optimization of current procedures and the creation of new ones. Hands-on experience with Windows 2019 and Linux Ubuntu servers. Problem solving and flexibility capacities.

COMPETENCIES:

Ability to work in a multicultural environment. Experience in integrating a hybrid client computers farm (MACs and PCs)
both corporate and personal ability to work in a multicultural environment. Experience with Apple MacOS and Windows 10 operating systems. Ability to collaborate in a team environment while possessing strong interpersonal skills. Experience with the RADIUS Eduroam. Experience with legacy services such as OpenLDAP, MailMan, Contao and Samba.

**LANGUAGES:** English essential. Italian desirable.

**APPLICATION DEADLINE:** 21 January 2022

Candidates should submit their full CV by completing the ICGEB’s Personal History Form available online at: [https://www.icgeb.org/about-us/work-with-us/](https://www.icgeb.org/about-us/work-with-us/) , together with a cover letter outlining motivation for application and full contact details of three referees.

*ICGEB is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*

Applications should be addressed via email to HR & Personnel Unit, recruitment.ts@icgeb.org, quoting reference **PU/TS/12-21**.