Student Assistant IT (f/m/d)
Job Announcement

The Centre
The International Civil Society Centre helps international civil society organisations (ICSOs) maximise their impact for a sustainable and more equitable world.
The Centre works with international CSOs to successfully navigate change. We scan the horizon for opportunities and threats; enable learning and cooperation among ICSOs and their stakeholders; support them in developing effective leadership; and promote robust accountability to strengthen their legitimacy. The Centre is a not-for-profit organisation fully owned by the organisations it serves, including some of the most influential ICSOs such as Oxfam International, Transparency International or SOS Children’s Villages. We strive to set high standards in management, governance and strategy for ICSOs and the wider sector. www.icscentre.org

The Centre is currently looking for a Student Assistant to support the Administrative Team that is taking care of our IT infrastructure. The Centre has about 20 staff members who work partly in the office and partly from home. Our working language is English. We have an external service provider for system support and monitoring.

Key Tasks and Responsibilities
- Set up hardware for new colleagues and organise fixing of hardware
- Provide basic technical support for minor IT problems with our Microsoft Office365 system
- Liaise with external service providers to solve IT issues or for maintenance
- Prepare HowTos for colleagues to help them with software and hardware usage
- Help to improve our IT security and follow-up tasks that were identified during our cyber security training
- Support our processes for data security
- Keep track of the IT inventory

The Student Assistant IT works closely together with the HR & Operations Officer, but will also work with other team members on a regular basis.

Requirements
- Initial experience in the administration of hard- and software
- Independent and proactive attitude and a good sense of humour
- You enjoy teamwork as much as having your own responsibility
- You are happy to speak and write in German and English and you like communicating
- Interest in the work of a civil society organisation
We offer

- Exciting insight into the work of an international non-profit organisation
- The opportunity to grow with your tasks, to bring your own ideas to it and to work with a young and ambitioned international team
- Hours of work: 10 hours/week (flexible within the tasks at hand and official regulations for student jobs) including the option to work from home. Office presence required 1 day per week
- Remuneration: 12,00 EUR/hour
- Leave days: 28 days/year, pro rata temporis
- Start date: as soon as possible
- contract: ideally 12–24 months with an option for renewal, but other options will be considered

Application

Your application should:

- consist of a CV and cover letter expressing your motivation, capturing why you are a suitable candidate for this position (in English)
- include the earliest possible starting date
- be submitted through our online application form by 30 April 2022. Please submit your application in one PDF-document, stating your name and the job reference “Student Assistant IT” in the document title.

Interviews will take place online and on a rolling basis. Please note that we can only contact short-listed candidates.

We look forward to receiving your application!