



Job Vacancy Information Technology Administrator at the Goethe- Institut Pune

Employment Scope: 100%

**Remuneration according to the local compensation scheme of the
Goethe-Institutes in India**

**We are looking for a committed colleague to join us from May 1, 2024.
The initial period of contract would be two years.**

Responsibilities

- Installation and maintenance of front-end systems including standard software
- Configuration and maintenance of all individual computers, laptops, iPads, tablets and interactive whiteboards
- Carrying out software installations and updates of the server including technical integration tests
- Planning and maintenance of all LAN and WAN structures
- Data backup
- Independent troubleshooting and/or utilisation of the help of affected department(s) to solve network and user problems
- Inventory of all IT equipment
- Support in the procurement of new technical equipment and depreciation of obsolete equipment
- Coordination with the ISP (Internet Service Provider)
- Advice and support for all IT problems
- Media technology matters at the Goethe-Institut
- Installation, monitoring and regular maintenance of all technical equipment including cooling systems and telephone systems
- Responsible for the use of technical equipment (lighting, sound, projection) at events organised by the Goethe-Institut in-house/at external venues and by external partners of the Goethe-Institut

Requirements

- Bachelors degree (highly advantageous) in Information Systems, Information Technology, Computer Science or equivalent.
- Minimum three years of experience in IT and network related field
- Excellent speaking and writing skills in English
- Very good knowledge of German Language or willingness to learn the language in short span of time
- Willingness to embrace latest technology und upgrade skills
- Flexibility and readiness to work at odd hours, weekends and under pressure
- Excellent communication and interpersonal skills.
- Ability to attend minor repairs of IT-equipments
- Ability to keep routine records and make reports
- Good decision-making and problem-solving skills
- Time Management and organizational skills
- Willingness to undergo continuous further training.

www.goethe.de

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What we offer you

- A versatile job in a permanent position with a working week of 40 hours (in accordance with state law)
- A collegial and highly motivated team
- Interesting cultural environment and a friendly, collegial atmosphere
- Regular further training and opportunities for professional development

Application Procedure

Please write “**Application for the post of Information Technology Administrator**”. Please send your application with the relevant documents (letter of motivation, CV, certificates, references) **latest by 15th of April, 2024** to the following e-mail address: **Bewerbung-Pune@goethe.de**

www.goethe.de

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