

Vacancy:

## IPC Junior Cloud System Administrator (f/m/x)

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement. The IPC supervises the organisation of the Summer and Winter Paralympic Games, and serves as International Federation for 10 sports, for which it supervises and co-ordinates the World Championships and other competitions. The IPC is committed to enabling Para athletes to achieve sporting excellence and to developing sport opportunities for all persons with an impairment from the beginner to elite level. In addition, the IPC aims to promote the Paralympic values, which include courage, determination, inspiration and equality.

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The IPC offers the position of a **full-time IPC Junior Cloud System Administrator (f/m/x)** at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

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You will have these **tasks and responsibilities**:

- Office 365 Administration:
  - Ensure the daily complete monitoring of the IPC Azure and Microsoft Office 365 administration centre with a focus on service health, security, compliance, message centre and usage report
  - Monitor and analyse incidents and advisories to determine root causes, and recommend improvements to reduce incidences
  - Monitor system performance and implement enhancements where needed with the objective to increase security and stability of the systems
  - Create and Report key indicator and statistics over time of the system state and usage



### Tasks and responsibilities (continued):

- Communicate critical status of the system, major updates, and suspicious activities to senior team members and management in a timely and clear manner
  - Support
    - Participates in IPC Helpdesk support activities in relation with MS Office 365 cloud system set-up and administration
    - Support IPC software development activities in relation with MS SharePoint Online and other Office 365 Apps
    - Fully support enterprise policies and standards of performance excellence by delivery exemplary services to all stakeholders
    - Maintain documentation and knowledge base of IPC cloud systems
    - Support IPC cybersecurity initiatives and assist in the development and maintenance of information security policy in relation with cloud systems usage
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### You should meet our **requirements**:

- Have successfully completed a vocational training or hold a bachelor's degree in information technology, Computer Science, Software Development, Software Engineering, or a related field
- Have good knowledge of cloud computing systems and cloud-based applications
- At least one year of experience managing and monitoring Microsoft Office 365 cloud-based system, Azure Active Directory, and related maintenance and monitoring tools.
- At least one year of experience setting up and monitoring Microsoft Office 365 tenants, users and Apps packages (in particular Outlook, Skype for Business, One Drive, OneNote, SharePoint).
- Overall admin proficiency with Microsoft Products, Microsoft Certifications will be beneficial
- Be able to work in an international and multicultural environment
- Be fluent in English both written and verbal (knowledge of another language is an advantage)



How do I **apply**?

If you are interested in the position and your profile meets our requirements, please send your CV and cover letter in English as PDF document to the IPC Human Resources Senior Manager Alexandra Schnurr via e-mail to [alexandra.schnurr@paralympic.org](mailto:alexandra.schnurr@paralympic.org) by 31 March 2019.

The position is limited to two years and has the perspective to be renewed thereafter.

**We especially encourage individuals with an impairment to apply;** we support the relocation process and will provide transitional accessible accommodation.

If you have any further questions, do not hesitate to contact us or see detailed information on the IPC and the Paralympic Movement on our website under [www.paralympic.org](http://www.paralympic.org).

**We are looking forward to your application!**