

VACANCY:

IT ADMINISTRATION

GOETHE-INSTITUT KOREA

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach. We promote knowledge of the German language abroad and foster international cultural co-operation. In addition, we provide a comprehensive image of Germany through information about cultural, social and political life.

The Goethe-Institut Korea is looking for an IT administrator to join our team **from January 1, 2018**

DUTIES:

- Administration of Goethe-Institut Korea's IT infrastructure
- Maintenance and data backup
- IT Support/Troubleshooting
- Acquisition of IT hard- and software
- IT support at events
- General support in implementing workflows at the institute

REQUIREMENTS:

- A degree in IT or equivalent knowledge and skills
- Very good knowledge in Windows, LAN/WAN/WLAN
- Experience in solving hardware and software problems
- Language skills: Korean as well as German or English
- Ability to work systematically, a high willingness to learn and a high degree of self-initiative
- Ability to think analytically and conceptually
- Good teamwork skills
- An independent work style and reliability

We offer an interesting position with responsibility, an interesting work environment as well as market-level pay and look forward to your application.

For further information on the activities of the Goethe-Institut, please visit: www.goethe.de/korea

Please send your application (digital only, max. 3MB) including the usual documents (curriculum vitae, certificates, motivation letter) to Mi-Young.Lee@goethe.de before November 3, 2017