

The German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its goals in the field of sustainable development. As a leading implementer for technical cooperation projects, we are looking for an IT Specialist to support GIZ IT infrastructure for its office and projects in Bangkok.

## IT Specialist

The IT Specialist is **responsible** for

- ensuring that IT and management systems operate and function correctly
- implementing and complying with GIZ IT standards
- regularly updating computer software
- providing technical support to projects and programmes by dealing with questions and problems relating to IT and databases

The IT Specialist has the following **tasks**, he/she

- ensures the availability of up-to-date hardware (laptops, servers, all PCs) in accordance with current GIZ standards
- deals with maintenance of PCs, notebooks, printers, digital cameras, scanners and other hardware
- discusses possible new purchases of or improvements to hardware and networks with the administrative manager, based on the requirements and recommendations outlined in GIZ's IT guidelines
- implements, maintains and configures all standard GIZ software (e.g. APS, AMS, MS Office, WinPACCS, SAP)
- tests new or upgraded software and updates all the software to the latest versions
- provides and maintains backup programmes to ensure system availability
- regularly updates antivirus software
- is responsible for the availability of the LAN, installs any updates and ensures routine, professional maintenance of the necessary hardware, installs and maintains the LAN
- consults with suppliers to guarantee the availability of the network, telephone system and IT hardware
- monitors the market for quality and value for money, and is responsible for specifying and procuring computer equipment
- manages and ensures general administration of the entire IT system
- backs up data and deals ensures data security
- resolves all computer and internet problems, prepares all the necessary information and provides phone support
- ensures that an IT emergency service is available
- notifies the GIZ IT help desk of fundamental problems with GIZ IT applications
- is focal point for all new IT systems, IT- tools, data banks, online applications, software and hardware including digital transformation within GIZ Thailand
- analyzes new IT solutions, identifying IT needs within GIZ

**Qualifications:**

- Bachelor of Computer Science, Computer Engineering, Information Technology, or related fields
- At least 5-7 years of work experience, with proven records in IT Infrastructure and Network Security
- Strong technical background with in-depth knowledge of Windows Server 2003/2008/2012 including associated technologies (Active Directory, Exchange, DNS, GPOs), SANs, VMware and other management tools.
- Branches Network knowledge. Basic Network Switch Command.
- Strong working knowledge of Storage and Backup system
- Experience in managing IP Phones, Firewall and Security Management Capability
- Experience with information security implementation and monitoring is beneficial
- Administrative Scripting is beneficial (example: vbscript, cscript)
- Proof of certificates in the related fields, such as Microsoft Certified Software Engineer (MCSE), can be beneficial
- Good interpersonal skill and fast learning
- Result driven mindset
- Adaptive, teamwork and service-mind
- Self-motivated and proactive
- Excellent written and oral communication skills in English and Thai language
- Tenacious and structured troubleshooting approach of technical errors and problems

The position is based in Bangkok. Compensation will be competitive and in line with local standards. This will be a fixed-term contract, starting as soon as possible and running until March 2020 (with possibility of extension).

Please submit your application including a letter of motivation, CV and supporting documents to [chattayada.pattaragulwanit@giz.de](mailto:chattayada.pattaragulwanit@giz.de). The deadline for applications is Friday, May 25, 2018. Only shortlisted candidates will be contacted.

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