



IT SPECIALIST

1. EMPLOYER DETAILS:

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| Company Name: | InnoRenew CoE Center |
| Address: | Livade 6 |
| | 6310 Izola |
| | Slovenia |
| E-mail address: | coe@innorenew.eu |
| Web: | http://innorenew.eu/ |

2. VACANCY DETAILS:

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| Job title: | IT specialist |
| Number of positions: | 1 |
| EURES Reference: | 2217358 |
| Starting Date: | July 2017 |
| Place of work: | Izola (Slovenia) |
| Contract type: | Temporary (1 year with option for renewal) |
| Type of employment: | Full Time |
| Work in shifts: | <input checked="" type="checkbox"/> morning |
| Working hours: | Flexible Schedule |
| Day(s) off: | Stated in the contract |

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| Salary: | Gross: 35.000 EUR per year (it depends on previous experience) |
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Job description (please, specify details, main duties and responsibilities):

The Lead IT Specialist will provide equipment, network, and ICT services support for the InnoRenew CoE. The Lead IT Specialist will manage devices (Mac, PC, tablets, phones, servers, research equipment), services (web services hosting, productivity, communications, Office 365, backups, custom tools), software licenses and installations, etc. The Lead IT Specialist will suggest and make decisions regarding equipment and services purchases. The InnoRenew CoE facilities, currently being designed, will involve a sensor network to monitor building performance which the Lead IT Specialist will assist in managing and maintaining this.

This person will function as a critical team member in InnoRenew CoE operations. They will support users and implement systems that ensure the smooth operations at the institute. The InnoRenew CoE is currently growing and this position will eventually be supported by another IT support employee.

Tasks:

- Manage and support personal computers, tablets, phones, printers, and other related equipment
- Manage and support internal networks, backup systems, internal servers, and other equipment (projectors, etc.)
- Manage and support external services (web hosting, Office 365 services including email and cloud services, communications systems, etc.)
- Work with external vendors that support and maintain equipment and services
- Manage purchasing, inventories, and maintenance of ITC equipment
- Coordinate with the Data Scientist in the implementation of the data management plan
- Oversee the IT support group as it grows

Required qualifications:

- A bachelor's degree in computer science or a related field (or equivalent professional experience)
- At least 3 years of experience in an IT Support position in a professional or research/academic environment
- Demonstrated current knowledge of the state of the art in personal computing, professional services, server environments and equipment
- Experience supporting Mac and PC environments, Android devices, and Linux based servers
- Proficient in security and virus/malware protection
- Previous experience managing variety of service types (e.g., web hosting, Office 365)
- Previous experience managing a high number of computers and services in a mixed environment
- Ability to learn and support new software tools
- Basic knowledge of scripting and web development tools (for internal projects, installing, updating, and managing dependencies to support the tools)
- Leadership experience
- Ability to communicate clearly and effectively in English

Preferred qualifications:

- Development experience (please include a link to github profile, or similar)
- Previous experience in IT support in a research or academic experience

What we offer:

This position will be within the newly established [Centre of Excellence, the InnoRenew CoE](#), which is focused on renewable materials use in sustainable built environments. The InnoRenew CoE was established based on a flagship project funded by the European Commission and the Republic of Slovenia.

- 1 year contract with option for renewal
- Competitive salary with possible performance-based raises
- Opportunity to work on a prestigious H2020 project
- The opportunity to work in an exciting, dynamic, state-of-the-art research environment

Employment opportunities, admissions policies, activities, services, and the facilities of the InnoRenew CoE do not exclude any person on the basis of race, color, age, sex, religion, national origin, or disability.

How to apply

Interested applicants should send a cover letter that carefully and holistically addresses each required and preferred qualification. Please include a curriculum vitae including links to github repository (or similar), as well as the names, phone numbers and e-mail addresses of three people who could provide letters of reference in electronic form as a single pdf file by email to coe@innorenew.eu.

Inquiries about the position should be directed to: coe@innorenew.eu

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| Education, qualification and other skills (certificates, competences etc.) required: | Academic bachelor's degree in computer science | |
| Experiences required: | 3 Years | |
| Language skills: | Fluent English | |
| Accommodation: | Assistance with finding an accommodation | |
| Additional information about accommodation, meals, travel expenses and other benefits: <i>Remark: Daily travel expenses from and to work are obligatory paid by employer in Slovenia.</i> | We will provide assistance in finding accommodation. In your monthly salary you will get additional contributions for meals and travel expenses from and to work. | |
| Types of social security contributions from employment: | Sickness Health Pension | Injury Unemployment Invalidity |

3. VACANCY PUBLICATION AND APPLICATION PROCESS:

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| Selection of candidates: | Skype Interview |
| How to apply: | E-mail : |
| Language of the applications (Letter and CV): | English or Slovenian |
| E-mail address to send applications: | coe@innorenew.eu |



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| Last date for applications: | 7.7.2017 |
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