

## Vacancy Advertisement

### Systems Engineer (Microsoft Office 365, Azure, AD, Device Management, Infrastructure Support)

We are Lutheran World Federation Prague, a local NGO in the Czech Republic. We support the humanitarian and development work of The Lutheran World Federation (LWF) World Service based in Geneva. LWF Department of World Service is the internationally recognized humanitarian and development arm of the Lutheran World Federation, assisting people in need in 18 Country Programs in Latin-America, Asia, Middle East, Africa and Europe. For more information about LWF World Service, please check: [LWF World Service | The Lutheran World Federation World Service](#)

We are looking for a Systems Engineer. The job purpose is to ensure the effective implementation and maintenance of IT systems across the organization. This role is essential for enhancing operational efficiency, security, and user experience through the integration and management of various digital solutions within the given IT environment. This position is crucial for maintaining a robust IT infrastructure that supports the organization's mission to respond to humanitarian emergencies and development needs effectively. By incorporating digital solutions and streamlining processes, the Systems Engineer plays a vital role in boosting operational efficiency and enhancing the overall user experience within LWF Country Programs.

**Starting date:** as soon as possible

**Working place:** Prague, Europe

**Work time:** 100 %, Full time job (HPP contract type)

**Contract duration:** One year, with possible extension


#### Your main responsibilities will be:

- **IT Strategy Development and Implementation:** Assist in developing and implementing the organization's IT strategy, aligning technology initiatives with business goals.
- **Project Implementation in Country Programs:** Lead and manage device management projects within various country programs, ensuring successful deployment.
- **Office 365 Administration:** Manage and administer Office 365 services, including user provisioning, licensing, and security settings.
- **Azure Management:** Implement and manage Azure cloud services, including virtual machines, storage, and networking.
- **Active Directory:** Configure and maintain Active Directory, including user accounts, group policies, and domain controllers.
- **System Integration:** Support integration of various systems and applications to ensure seamless operation across the organization, including SSO implementation.
- **Security and Compliance:** Ensure systems are secure and compliant with industry standards and regulations.
- **Documentation:** Create and maintain detailed documentation of system configurations, processes, and procedures.
- **Subject Matter Expert:** Serve as a subject matter expert for various Microsoft infrastructure components based on knowledge, skills, and experience.
- **Technical Support:** Provide tier 3 troubleshooting support for system and network issues, ensuring minimal downtime.
- **Training:** Develop training package and provide training as required.

### About you:

- University degree in computer sciences or computer engineering, or other relevant IT field of study.
- 3+ years of experience managing Office 365 and Azure Cloud environments, Device Management, Infrastructure support, SSO integration. Certifications: Relevant certifications by Microsoft such as Azure Administrator Associate, O365 Enterprise Administrator Expert, and CompTIA Security+ are assets
- IT Infrastructure Management: Proven experience in managing and administering IT infrastructure, including Office 365, Azure, and Active Directory.
- Project Management: Experience in leading and managing IT projects.
- Technical Support: Extensive experience in providing technical support and troubleshooting for complex system issues.
- Security and Compliance: Experience in implementing security measures and ensuring compliance with industry standards and regulations.
- Fluency in English is required - Advanced written and oral skills (C1 or native)
- Working knowledge of a second language is desirable – French or Spanish
- Valid work permit in Czech Republic

### You can look forward to the following benefits:

-  Interesting salary corresponding to the level of experience
-  Travelling to countries of responsibility
-  25 days of annual leave
-  Support of professional and personal development
-  Combination of office and home office
-  Travel insurance
-  Multisport card
-  Meal allowance
-  Open organizational culture with friendly colleagues

EU/EEA member states, and foreign nationals with permanent residence, as well as asylum seekers having the right to work in the Czech Republic are invited to apply. Please, address your motivation letter, including your CV with two references in English to Ms. Helena Hronova ([helena.hronova@lutheranworld.org](mailto:helena.hronova@lutheranworld.org)) until 04. 12. 2024.

The recruitment can be closed earlier in case the right candidate applies.