



Position: Information Technology System Administrator

Ref No.: ERA-ITSA-25

Category: Full-time or Part-time employment

Location: ERATOSTHENES Centre of Excellence, Limassol Cyprus

ERATOSTHENES CENTRE OF EXCELLENCE

ONE (1) POSITION OF INFORMATION TECHNOLOGY SYSTEM ADMINISTRATOR

ERATOSTHENES Centre of Excellence (www.eratosthenes.org.cy) of Cyprus University of Technology (www.cut.ac.cy) invites applications for one (1) position of Information Technology System Administrator. The position is open either on a full-time or part-time employment basis.

ERATOSTHENES Centre of Excellence is an autonomous Centre of Excellence with Cyprus University of Technology as its sole stakeholder, specialising in earth observation, space technology and geospatial analysis. Cyprus University of Technology has a 13-year experience in earth observations and geospatial analysis. Through the "EXCELSIOR" H2020 Teaming Project (<https://excelsior2020.eu/>), ERATOSTHENES CoE aspires to become a Digital Innovation Hub for Earth Observation and Geospatial Information by offering knowledge, responsible research, open innovation and application services capable of sustaining Cyprus' development. ERATOSTHENES Centre of Excellence aspires to actively contribute to the European Research Area (ERA) priorities in Atmosphere and Climate, Resilient Societies and Big Earth Data Analytics, as well as to become the reference Earth Observation/Geoinformation Centre for research and innovation in the Eastern Mediterranean, Middle East and North Africa (EMMENA) region.

A core activity of ERATOSTHENES Centre of Excellence is to conduct high caliber, state-of-the-art research, both basic and applied. A central task is to acquire research funding for the Centre, to provide facilities to the researchers, and to support them to acquire funding for their research independently and via international and local collaborations. Collaborations with industrial partners are particularly encouraged and facilitated.

Appropriate measures of success will be collaboratively determined based on the Centre's strategic growth plan and sustainability targets. These will be revised periodically by the Executive Committee and the Board of Directors.

Description of the Position

The successful candidate will be responsible to organise, install and support the organization's computer systems and networks, such as local area networks (LAN), wide area networks (WAN) and other data communication systems, such as intranets or internet systems. Also, the successful candidate will be responsible for managing, troubleshooting and proactively acting to update hardware and software assets to prevent downtime or zero-day exploits from occurring.

Duties and Responsibilities

- Provide technical support to colleagues;
- Monitor and maintain computer systems, schedule and perform system maintenance updates and upgrades when required;
- Install and configure hardware, software, printers, and scanners;
- Communication with Cyprus University of Technology IT Administration for network needs;
- Maintain ERATOSTHENES Centre of Excellence Azure Active Directory;
- Maintain ERATOSTHENES Centre of Excellence and EXCELSIOR's website;
- Operate and Maintain Eratosthenes Centre of Excellence server infrastructure (OS/Software installations, backup, upgrades, VM creation, fine-tuning etc);
- Knowledge of Docker/ Kubernetes container architecture and operation will be an advantage;
- Knowledge of SLURM cluster software will be an advantage.

Qualifications

- Proven work experience of at least 1-3 years as an IT/System Administrator with a minimum of 1-3 year's relevant experience;
- BSc Degree in Computer Science, Informatics, Computer Engineering or relevant field;
- MSc will be considered as an advantage;
- Good Knowledge of Windows Server, including latest versions;
- Good Knowledge of storage backup software, Veeam experience is preferable;
- Good Knowledge of VMWare;
- Good Knowledge of Microsoft Office 365 Cloud Services (i.e., Maintain of Azure Active Directory);
- Excellent command of the English or Greek language, oral and written;
- Excellent communication and organizational skills;
- Basic knowledge of WordPress;
- Basic database knowledge;
- Strong troubleshooting and critical thinking skills;
- Microsoft Services Certifications would be an advantage;
- Coding and Scripting knowledge and interest will be considered an advantage;
- Previous experience with storage systems will be considered an advantage;
- Good knowledge of Linux operating systems ;
- Good knowledge of Powershell (or bash) scripting.

Profile and Personal Attributes

- Passion for ERATOSTHENES Centre of Excellence mission;
- Ability to work effectively under pressure, to prioritise tasks and to schedule activities effectively;
- Innovative;
- Strong interpersonal skills and ability to build excellent relationships;
- Strong attention to detail, good organization and planning skills;
- Trustworthy and committed with high integrity;
- Self-motivated to achieve targets;
- Physical presence in the designated area of employment of the Centre in Cyprus.

The appointment will be for a period of two years (24 months) with the prospect of renewal for another two years. The annual gross salary for the (full-time) position will range from €18250.39 to €29592.08, depending on qualifications. It is noted that there is provision for 13th salary which is proportionally incorporated in the monthly remuneration.

Interested candidates must submit their application comprising of all documents listed below via email to vacancies@eratosthenes.org.cy, entering in the subject line: “*Application for Information Technology System Administrator*” no later than Monday 13 December 2022 at 14.00 CYPRUS TIME, which is the deadline for the submission of the applications.

1. A cover letter in English clearly specifying availability date for full time employment;
2. Scanned or electronic copies of degree certificates and relevant qualifications. True copies of the originals will be requested for the shortlisted candidates;
3. Detailed *Curriculum Vitae* (including contact details);
4. Full contact details of three referees (including their postal and email address). For the shortlisted candidates, the referees may be asked to submit Letters of Reference.

If you have previously applied for any position at ERATOSTHENES Centre of Excellence, a new application is required.

For further information visit ERATOSTHENES Centre of Excellence webpage at <http://www.eratosthenes.org.cy>

It is noted that:

- For non-EU applicants a work permit will be required;
- Applications will be treated in strict confidence. All information provided will be processed in accordance with the General Data Protection

Regulation (GDPR) of the European Union. Personal data shall thus be processed solely for the purpose of the selection procedure.

- The job requires that the Employee is physically present at the Centre's premises and preferably becomes a resident in the area of employment;
- ERATOSTHENES Centre of Excellence is an equal opportunity employer;
- ERATOSTHENES Centre of Excellence does not discriminate in any way on the basis of gender, religion or belief, ethnic, national or social origin, age, physical ability, marital status and sexual orientation.
- The title of the position may be modified.



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