Job description ICT Administrator

Character of the organisation
Nes Ammim is a village in the Western Galilee, Israel, dedicated to encounter and dialogue, learning and hospitality. In its midst lives an international, ecumenical Christian community. Its members, motivated by the lessons of the past and the challenges of the present, are living ,working and learning in solidarity with the wide spectrum of people in the country, Jews, Arabs and others.

Nes Ammim was founded in the sixties of the 20th century by European Christians. After 1967 European churches also started to support Nes Ammim.
The German and Dutch organization are shareholders of Nes Ammim Israel and constitute the Board of Directors (BoD).

The volunteers of the Christian community come from different countries, mainly from Europe, for a certain period of time. They belong to different churches in their home countries. They strive to be a community of people who live and work together - alongside other Israeli inhabitants and employees (Jews and Arabs).
The village is also a place of learning & dialogue for its volunteers, who are offered a challenging study programme with lectures and educational trips that teach about Judaism, Christianity, and Islam and illuminate the larger social, cultural and political life of Israel.

Position in the organization
The ICT administrator is responsible for all work activities concerning communication and IT infrastructure in Nes Ammim. He or she maintains the network and develops IT solutions. The ICT administrator reports to the Facility Manager of Nes Ammim and will work in close cooperation with the Facility Manager.

Tasks and responsibilities
- Analyse and evaluate current communication and IT framework;
- Implement and develop up to date communication framework;
- Planning the yearly budget and working within the budget;
- Troubleshoot and resolve hardware, connection, printer and software issues;
- Installation and maintenance of hardware and software;
- Maintenance of database programs;
- Support and guidance for users;
- Maintenance of IT business contacts;
- Responsibility for back up and security of network;
- Taking care of ICT emergencies;
- Administration and reporting.

Knowledge and experience
- Professional ICT-certifications;
- Well founded Windows knowledge;
- Hands on experience of installing IT hardware and software;
- Work experience with Windows 2008 server and cloud based email server;
- Good level of English;

- Administration.

Competences and qualifications
- Pro-active;
- Cooperative;
- Good organisational skills
- Ability to work independently;
- Ability and willingness to improvise;
- Drivers license.

Personal skills
- Hands-on attitude;
- Flexible (also in work time);
- Stress resistant;
- Confident communication and social skills.

Contacts
Internal:

- Facility Manager
- General Manager Nes Ammim, Management Team;
- Head of TS and team;
- Staff Guest house;
- Volunteers, employees.

External:
- Various suppliers and IT companies.

Other requirements
- Willingness to support the Christian identity and ideology of Nes Ammim;
- Willingness to live and work as a volunteer in Nes Ammim Village.

Period of stay
The IT administrator is a voluntary key position. He/she will stay preferably for a minimum period of two years.