

IT Support (part-time)

Hiring as soon as possible; location is Berlin

This application will remain open until we have found a suitable candidate;

The Renewables Grid Initiative is a unique collaboration of NGOs and TSOs from across Europe engaging in an 'energy transition ecosystem-of-actors'. We promote fair, transparent, sustainable grid development to enable the growth of renewables to achieve full decarbonisation in line with the Paris Agreement.

RGI fosters knowledge exchange and the implementation of better practices in nature protection and stakeholder engagement, provides a platform to discuss grid infrastructure needs for the sake of the energy transition and engages in related advocacy activities.

1. Contractual arrangements

We expect that the amount of required work can be fulfilled with an average of 10 hours per week. We welcome candidates who intend to work as a freelancer and those who wish to be employed. Students with the right knowledge are welcome to apply

2. Specific tasks

The IT support will assist the RGI Secretariat with the following tasks.

General tasks:

- Support for the team with MS Office and video-conferencing software
- Setup of new laptops and coordination of distribution
- Hardware troubleshooting (Apple MacBooks)

Optional tasks according to respective experience:

- Setup and administration of user accounts at own and external services: IMAP, Owncloud, Microsoft, Zoom
- Trainings: IT introduction, software use e.g. Zoom
- Maintenance of the IT introduction guide
- Maintenance of IT security setup and policies
- Laptop inventory and maintenance for re-use
- Laptops and equipment: research and purchases
- Maintenance of company-owned smartphones and phone contracts
- Troubleshooting and maintenance of further office IT systems

3. Qualifications and skills

Candidates should have experience in:

- 1st and 2nd level IT support for Apple computers
- Knowledge of troubleshooting for the software in use: Apple macOS, Mozilla Thunderbird with CalDav, Microsoft Office 365
- Administration of standard functions and user setup in Microsoft Office 365, Teams
- Owncloud or Nextcloud usage

Optional experience

- Owncloud or Nextcloud administration
- Design of software training for users
- iOS, Android support
- Network administration

4. Your application

Please address your application to Antonella Battaglini, CEO of RGI and send it to jobs@renewables-grid.eu. The starting date for this post is as soon as possible.