

UNIVERSITY OF CYPRUS
biobank.cy
CENTER OF EXCELLENCE IN BIOBANKING AND BIOMEDICAL RESEARCH
MOLECULAR MEDICINE RESEARCH CENTER
VACANT POSITION FOR AN ADMINISTRATIVE SUPPORT STAFF – SYSTEM ADMINISTRATOR

Title: Administrative Support Staff (System Administrator)

Number of positions: One (1)

Category: Contract for 2 years, with potential for renewal

Place of employment: University of Cyprus, Nicosia

The Molecular Medicine Research Center of the University of Cyprus has one opening for an Administrative Support Staff (System Administrator) position, to work for the research program: Center of Excellence in Biomedical Research - Biobanking and the Cyprus Human Genome Project (CY-Biobank), which is co-funded by the European Commission, the Republic of Cyprus and the University of Cyprus.

Responsibilities

- Install and configure software and hardware
- Manage network servers and technology tools
- Run our infrastructure with a config management system and be familiar with hypervisors.
- Set up accounts and workstations
- Monitor performance and maintain systems according to requirements
- Troubleshoot issues and outages
- Ensure security through access controls, backups, and firewalls
- Upgrade systems with new releases and models
- Develop expertise to train staff on new technologies
- Build an internal wiki with technical documentation, manuals, and IT policies
- Debug production issues across services.
- Improve and streamline our deployment process.
- Design, build and maintain core infrastructure pieces that will allow biobank.cy to scale accordingly.
- Be on a rotation duty to respond to biobank.cy availability incidents and provide support for researchers or collaborators

Requirements

- BSc/Ba in Information Technology, Computer Science or a related discipline; professional certification (e.g. Microsoft Certified Systems Administrator (MCSA)) is a plus
- 3+ years' experience in a relevant role
- Experienced around Linux and the Unix Shell.
- Experience with databases and networks (LAN, WAN)
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery
- Ability to create scripts in Python, Perl or other language
- Familiarity with various operating systems and platforms
- Familiarity with Active Directory and Office 365
- Resourcefulness and problem-solving aptitude
- Have an urge to collaborate and communicate asynchronously.
- Strong documentation skills - follow DRY principles.
- Share our values, and work in accordance with those values.
- Familiarity with Docker, Kubernetes is a plus.

Terms of employment

The position will be for full-time employment with a 2-year contract, and potential for renewal. The monthly gross salary will be commensurate to qualifications and previous experience and ranges between €1500 and €2500. There is no provision for a 13th salary.

Submission of applications:

1. A letter expressing interest to the position with a brief description of qualifications (1 page)
2. A brief curriculum vitae with description of previous experience (2 pages)
3. Contact details for at least two people qualified to provide recommendation for the candidate
4. Certificates attesting to the good knowledge of the greek and english language, unless this is attested by the mother tongue of the candidate or he/she is a graduate of a greek/english school/University.

At least the best three candidates that satisfy the required qualifications, will be interviewed by a 3-member Committee.

Candidates shall be informed of the result of their application by the relevant entity.

The University of Cyprus shall collect and process your personal data according to the provisions of the General Regulation on Personal Data 2016/679 (EU).

**The application material should be sent electronically as one single pdf file to:
biobank@ucy.ac.cy at the latest until 30 April, 2021.**

For more information the candidates may contact the Coordinator of the project, Prof. C. Deltas,
Tel.: 22-892882 or Email: Deltas@ucy.ac.cy