National Spiritual Assembly of the Bahá'ís of the United Kingdom
27 Rutland Gate, London SW7 1PD
Tel: +44-20-7584-2566 E-mail: nsa@bahai.org.uk

To all believers in the United Kingdom

Dearly loved friends,

The National Spiritual Assembly would like to remind the friends that it is seeking to appoint a full-time IT Officer, based at the National Ḥazíratu'l-Quds, to help support its expanding IT infrastructure. This will be a wide ranging role including desktop and LAN infrastructure support, database administration and security. A full technical role profile is appended below.

The post will become available towards the end of 2017 or early 2018.

The role will require good technical capabilities and the ability to take initiative, combined with a caring and loving attitude towards service.

Applicants with several years' experience in this area, who would like to serve for an initial period of two years, are welcome to apply.

A salary is offered to the successful applicant but, as with all service to the Faith, there is also the opportunity to undertake it on a voluntary or part-voluntary basis.

Please contact the National Spiritual Assembly at nsa@bahai.org.uk <mailto:nsa@bahai.org.uk> to request further details.

With loving Bahá'í greetings,

Patrick O'Mara,
Secretary

IT Officer Opportunity – Technical Role Profile

The Role of IT officer at the National Ḥazíratu'l-Quds requires a caring and loving attitude combined with good technical capabilities and initiative. Good communication skills and the ability to work well with others are essential.

The purpose of the role is to manage the internal IT infrastructure, servers, user computers and national database structures to provide a seamless and reliable service. Permanent users are normally based at 27 Rutland Gate, but there is a large base of volunteers who use VPN for remote access to the network, and who require support.

Technically, the role is very wide ranging with skills focus primarily in the areas below. Knowledge of two or three of these would be essential along with a strong desire to learn others.

- PC Support / Windows 10 and office 2016 desktop and laptop environments

- Windows Server 2012 managed with XEN Centre / Dell server hardware

- Office 365 / Sharepoint Administration

- Office 365 Administration including e-mail integration with Microsoft AD

- Windows Powershell script support for automated tasks

An understanding of the following technologies may be of advantage:

- Ethernet and wireless LAN technology

- VOIP technology

- Microsoft Access

- Microsoft SQL

- Java / Groovy language

Since the role is technically wide ranging, time will be made available for self-development opportunities.