

Job advertisement no. 002/2024

The Computer Centre of the Helmholtz Centre for Infection Research (HZI) is looking for a

**SAP application support in Admin IT (m/f/d)
full-time and part-time**

As a member of the Helmholtz Association, the Helmholtz Centre for Infection Research, based in Braunschweig, conducts cutting-edge research in the field of infectious diseases. Our scientists develop new methods and strategies to combat infectious diseases faster and more effectively. Our common goal is to develop new approaches for the prevention, diagnosis and treatment of infectious diseases. Our research focusses on bacterial and viral pathogens, their interaction with the human immune system and new drugs and vaccines.

With a broad spectrum of services and projects, the IT department, headed by Dr Joachim Metge, supports both science and administration and makes a significant contribution to the success of infection research at the HZI. In a complex IT environment at several locations, 22 employees and six trainees face the daily challenges and master them with expertise and team spirit in a friendly environment.

Responsibilities:

- SAP application support at first and second level
- Further development and support of the SAP user system
- Administration of SAP authorisations
- Maintenance and monitoring of the xSuite invoice receipt system
- User creation and authorisation in xSuite
- Recording and maintenance of system-relevant documentation
- Support with the implementation of internal projects

Requirements:

- Successfully completed relevant university or bachelor's degree in IT or comparable training with equivalent skills and experience with proven professional experience of more than 2 years
- Understanding of SAP infrastructure and error analysis of SAP landscapes
- Extensive experience in the administration of SAP systems and complex SAP environments

Advantageous for this position:

- Experience in working with external service providers
- Practical experience in first and second level support

We offer you:

- An attractive and varied job in a future-oriented research institute with an international environment at the Science Campus South in Braunschweig
- A state-of-the-art infrastructure and the latest technologies
- Flexible working hours, part-time models as well as home office
- A corporate culture of appreciation and promotion of equal opportunities
- Extensive training and continuing education opportunities to develop professional knowledge and personal skills
- A family office to support family and career as well as childcare offers
- Interesting additional public service benefits
- Possible subsidy of the job-ticket

People with severe disabilities and equivalent professional qualifications who are suitable for the position are given preference. In order to protect your rights, we ask you to provide us with a clearly recognizable reference to the existence of a degree of severe disability in your cover letter or resume.

The HZI is actively committed to equality, diversity and integration. For this reason, the HZI pursues the goal of professional equality between women and men. The position is suitable for part-time work.

Einstellungstermin:	As soon as possible. The contract will initially run for two years.
Vergütung:	E10 TVöD Bund
Arbeitszeit:	19,5 and 39 hours per week
Arbeitsort:	Braunschweig
Probezeit:	6 months
veröffentlicht:	18.04.2024
Bewerbungsschluss:	12.05.2024

For further information please contact Mr. Alberto Mancheño Sánchez, phone: 0531 6181-1242 or e-Mail: alberto.mancheno@helmholtz-hzi.de.

How to apply:

When sending us your application documents, **please confirm** that you have read our privacy policy and that you agree to the processing of your personal data. Please use the text module in our [privacy policy](#) for this purpose. **Without these declarations we cannot consider or process your application** and will immediately delete any application documents already received after the application deadline.

Please include a cover letter, resume, (employment) references, certificates, and (if available) work samples or reference projects with your application materials. Please refrain from sending a photo.

Please send your complete application, quoting the **reference number 002/2024**, to the Helmholtz Centre for Infection Research GmbH, Human Resources Department, Inhoffenstr. 7, 38124 Braunschweig, Germany or by [e-mail](#). If you send your application in electronic form, please provide a **summary in one single (1) pdf document**.

We look forward to receiving your application!