



American Embassy Budapest

is seeking a highly motivated fresh graduate for a *full time*

Computer Operator / Telephone Technician (Rendszergazda / Telefonközpont Kezelő)

position in the Office of Information Resource Management

Major duties and/or projects, the scope of work and related duties:

- Incumbent is part of a diverse and dynamic team of IT Professionals, including four Hungarian IT Systems Administrators, and 3 American IT System Managers, who work collaboratively to manage and maintain all network and telephone communications for the U.S. Embassy in Budapest, Hungary.
- This is an Entry Level training position that will provide fully paid formal training in Microsoft Networking and Avaya Telephone System Management. Candidates will travel to the United States and other training centers located in Europe.
- Incumbent responsibilities include the installation, setup, maintenance and administration of desktop computers and peripheral devices such as multi-function printers, etc.
- Incumbent is responsible for diagnostics, troubleshooting and upgrades of computer equipment. Basic cabling duties and understanding of desktop software applications (Windows 10 OS).
- Incumbent is the primary technician responsible for administration and maintenance duties associated with the U.S. Embassy's telephone infrastructure (trunks, extensions, instruments).

Required qualifications:

- University degree in Computer Science, Information Technology Management, or the Hungarian Science University Diploma in the fields of Technology Management, or equivalent is required.
- Candidate must be an eager, enthusiastic learner who is willing to acquire skills through on-the-job and formal training. Excellent interpersonal skills are required for working with all levels of customers and management.
- Level III English and Hungarian is required in both oral and written communication. **English language will be tested.**

Salary:

HUF gross 3,932,795 p.a. plus additional benefits +. 13th month salary, Hungarian and American paid holidays (20 paid holidays per year), annual performance bonus, and many other benefits.

After completing one year experience with the U.S. Embassy, incumbent will be eligible for a higher salary on full performance level of the position. Gross pay after the first year is HUF 4,534,232 p.a. + 13th month salary.

TO APPLY:

Please submit the following to the Human Resources Office, American Embassy, Szabadság tér
12. 1054, Budapest or to budapestrecruitment@state.gov:

Closing date: May 7, 2019.