



BhaktiMarga
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We are looking for an Internal IT Specialist (senior) for our IT Department here in Shree Peetha Nilaya



It is an important requirement for this position to be familiar with Paramahansa Sri Swami Vishwananda and Bhakti Marga

The new staff member of our IT Team makes sure that all Departments within Shree Peetha

Nilaya get the necessary support with any problem that might appear with hard- or software. He or she implements agreed/predefined working processes independently and takes care of any necessary documentations.

The field of duties for the Internal IT Specialist are:

- Installation of programs and devices (PCs, printers, routers, etc.) in agreement with the Area Manager IT
- Support of all the employees with computer applications and network problems
- Configuration of different IT-devices at the instruction of the Area Manager IT or independently
- To be available as contact person for any Internet- or Network problem
- Implementation of new systems (for example collaboration, networks, programs, etc.)
- Basic repair works or arranging of repair works for devices and IT systems
- Contact with Internet Providers, Server- and Cloud Providers etc.
- Support of other areas in formulating requests for IT systems or selection of soft- and hardware
- Implementation and monitoring of processes as well as securing of the current documentations
- Accomplishment of task arranged by the Area Manager IT

SHREE PEETHA NILAYA
BHAKTI MARGA CENTRE

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BHAKTIMARGA.ORG



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- Regular reporting of accomplished tasks, problems, solutions and proposals for the Area Manager IT
- Instruction of IT Support (junior) and transfer of achievable tasks as well as coaching and education in new topics

Shree Peetha Nilaya is an exceptional working environment. For the work in a spiritual environment for Sri Swami Vishwananda, together with an international team we are looking for team members with outstanding qualities.

On the personal level dedication and self-responsibility are necessary as well as a certain curiosity and openness for new situations. Shree Peetha Nilaya is a place where people from different nationalities are working together and where during events hundreds of guests are coming from all over the world. This requires self-confidence, self-discipline and resilience as well as the willingness to reflect upon one's own thoughts and behavior.

For the joint work, it is necessary to be able to work in a team, to integrate oneself and to communicate clearly with the team members. As the international team members are having very often a different mentality or habits it is crucial to have the ability to be emphatic and to have a good insight into human nature, to have a good conduct and to be able to handle criticism.

Shree Peetha Nilaya is a place which attracts spiritual seekers from all over the world. To meet the demands of our visitors we expect from our team members, that they are able to work structured and goal oriented, that they are able to use modern presentation techniques, as well as new medias, that they have organizational talent, experience in time management, as well as the ability to work solution orientated and the ability to keep a calm mind and to work with concentration even in stressful situations.

The person who would meet the necessary requirements for this position would have the opportunity to live, to work, to pray, and to experience spirituality with the community here in Shree Peetha Nilaya while serving Sri Swami Vishwananda and his mission.

If you think that you may be the person for this position please send your CV and application letter via e-mail to hr@bhaktimarga.org

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In your application letter, please include:

- Your full name (legal and spiritual)
- Date of birth
- Home address and e-mail
- Your prior experience/abilities and skills (cv)
- A current picture
- When did you meet Paramahansa Sri Swami Vishwananda and how did you come in contact with Bhakti Marga?
- Why do you want to apply for this job
- What does selfless service/seva mean to you
- Do you have already other seva experiences here in SPN? If yes, in which area?
- Are you involved in any Bhakti Marga activities in your country? If yes, please describe what you are doing.
- And any other information you think may be useful for us to know about you

After receiving your application we will contact you via email and, if we think that you might be an appropriate match for this position, arrange for a trial visit and work probation of 1-3 month here in Shree Peetha Nilaya.

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