EDF DAP CHINA DIVISION

Job Description （2013）

Department	FD	Work Place	Beijing	
Job Title	IT engineer	Report To	IS manager	
Job Level		Contract type	CDD	CDI
Contact	christine.zhang@edf.fr	Filling Date		

Main mission

Take part in IT project, work with Group relevant departments and keep in line with Group IT policies, solutions and systems upgrade. Daily helpdesk for end users, servers & network equipment routine maintenance, technical documentation archiving.
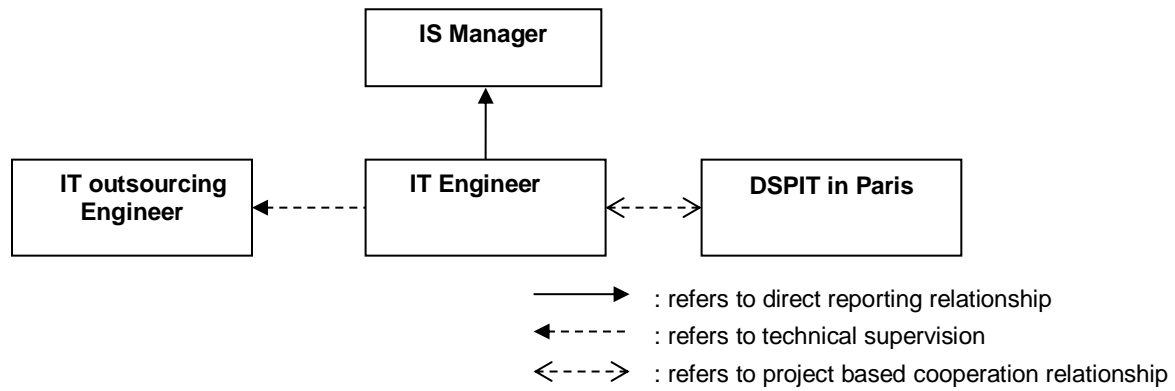
Main Responsibility

1. Management of IT system maintenance, main activities include:
    - Researching and developing for IT projects or applications.
    - Providing technical proposal and implementation advices according to business needs.
    - IS security policy implementation and system security control.
    - Daily helpdesk for users, servers & network equipment's routine maintenance.
    - Telephone system's technical support and maintaining work.
    - Daily technical documentation classification and archiving.
    - Following up popular products in the IT market, and suggestions for the innovation technology.

2. Communication with the DSPIT of Group, main activities include:
    - Working with DSPIT, keep in line with Group IT policies, solutions and systems upgrade.
    - Follow up and solve technical problems, improve system architecture etc.
    - Contacting with Hotline Paris for the emergency case.

3. Program developing, main activities include:
    - Program developing for applications used in the office if need be.
    - Technical support and collective with contractor for new IT project or application.
    - Technical support for Info officer for documentation management tools used in the office.

Ideal candidate profile

Requirements:	
Basic requirements: (Education/Qualification/Language/Computer etc.)	• Bachelor degree or above in computer science, information technology, telecom and IT related fields. • Rich technical knowledge of network, PC, server, and software applications. • Fluency in oral and written English is required.
Professional experience and skills / Technical Knowledge	• At least 3 years relevant work experience in a similar position in multinational companies. • Full server administration experience in file server, mail server etc. Familiar with Microsoft windows 2012 server, UNIX, Domino/notes, Microsoft exchange/outlook, SEP, SSCM, SQL server etc. • Familiar with network equipment and application configuration, such as Cisco firewall, Fortigate firewall, VPN application, Polycom equipment, RSA etc. • Program developing experience, familiar with Java, JavaScript, Html, XML, SQL Server, Access database, VB scripts. • Familiar with IS security policy and have good behaviors on information security and protection. • Have good cooperation spirit to open and share the experiences with team members. • Have good expression skill to guide users.
Capabilities required	• Self-motivated and a good team work. • Good interpersonal and negotiation skills with the ability to communicate and manage across cultures. • Patience to listen to users' needs and shows willingness to support users. • Strong self-study ability and innovative spirit.
Additional	• French speaking

Work Relationship

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                          │   IS Manager    │
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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│  IT outsourcing │◀─────│   IT Engineer   │◀────▶│  DSPIT in Paris │
│     Engineer    │      └─────────────────┘      └─────────────────┘
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──────▶ : refers to direct reporting relationship

◀ - - - - : refers to technical supervision

◀ - - - ▶ : refers to project based cooperation relationship

External:

- Major office equipment and service suppliers, consulting firms etc.
- External consultants