



**Greenpeace South Asia**

**POSITION: IT Assistant**

**This position is only open to the candidates who have legal rights to live and work in Sri Lanka.**

This position is offered on a 12 month fixed term full time contract basis initially, with possibility of extension

Location: The position is based on-site. We offer competitive NGO level salary and benefits, the specifics of which depend on the location where the successful candidates will be based. We aim to share this information with candidates before reaching the offer stage.

Greenpeace South Asia is a newly established regional office which is at the initial stage of development with an interesting portfolio of the countries. We are looking for a dynamic IT Assistant to support our digital infrastructure and technological needs.

**What we can offer you:**

Greenpeace South Asia is a small but growing regional office with a friendly, motivated and high performing professional team who are all here for the right reasons. We believe, together we can build an impactful regional office that plays a vital role in the sector.

- Remote Location: this position is a home-based position with travel to South Asia region
- Flexible Hours: More control when you work and make room for the rest of your life
- Agency: Be an active part of designing a newly established regional office
- Personal Development: You'll be encouraged to develop both personally and professionally, taking advantage of the wide range of learning and development opportunities available to Greenpeace staff worldwide.

**Whom we're looking for:**

A proactive IT Assistant to support daily IT operations across regional offices, ensuring secure, efficient, and user-friendly digital infrastructure. The role includes troubleshooting hardware and software issues, maintaining office networks, managing IT assets, and supporting staff with digital tools that support the organizational needs.

**In this role you will:**

- Assist in maintaining network connectivity, internet access, email, and basic WAN support for smooth IT operations.
- Assist in supporting the applications used, internal servers, user laptops, iPads etc.
- Assist with basic troubleshooting, backup and archiving.

- Help install and improve computer software and network equipment.
- Create network and email accounts for new users.
- Set up computers for new users and ensures delivery of equipment to users in different locations if necessary.
- Help answer all complaint calls/emails on the Request Tracker on IT support Queue.
- Interact with staff to resolve basic to help desk issues; communicate with staff in a professional manner maintaining confidentiality.
- Provide responses to internal clients in a timely manner.
- Assist with the inventory management of software licenses, software, hardware, and other IT supplies.
- Assist with the purchase of software, hardware and other IT supplies □ Promote responsible usage and care of Organizational equipment.

**For further details about the role, please see the full job description [here](#)**

### **To Apply:**

Greenpeace is an equal opportunity employer with a longstanding commitment of providing a work environment that respects the dignity and worth of each individual. We recognize and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, colour, disability, ethnicity, family or marital status, gender identity or expression, national origin, political affiliation, race, religion, sex, sexual orientation and would like to invite you especially to apply!

To apply please [CLICK here](#).

If you have any questions about this vacancy or the application process, please email us at [cgpsa@greenpeace.org](mailto:cgpsa@greenpeace.org). Please note that all applications have to be filled out via the website and cannot be submitted via this email.

**CLOSING DATE: 23:59 (IST), 4 July 2025**