

System Administrator

Unit: Digital Transformation Services

Reference: ECDC/AST/2020/DTS-SA

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

The jobholder will ensure the continued provision of adequate service in relation to the ECDC Information Systems.

He/She will be responsible in particular for the following areas of work:

- Implement, administer and maintain the servers and storage infrastructure on premise, in a remote disaster recovery centre and in the cloud;
- Support the development, administer and maintain centralised back office applications with focus on the server environments, the corresponding databases, the Active Directories including ADFS and Azure AD;
- Support, administer and maintain the container management environment using orchestration;
- Assist in defining the IT infrastructure architecture and standards in accordance with the application requirements, the baseline architecture and the business continuity plans;
- Document the Back Office infrastructure and services and maintain the documentation;
- Monitor and analyse technical logs in order to ensure security and service continuation;
- Supervise the work of a group of consultants;
- Ensure second and third line support for the ECDC and external users for the back office services;
- Write scripts to perform various tasks more efficiently as needed for administrative or application integration purposes;
- Be available for stand-by duties at weekends and nights with remote administration facilities on a rotation basis with the other group members;
- Any other tasks related to his/her area of work as requested.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of post-secondary education of at least 3 years attested by a diploma¹ and at least 6 years of professional experience² after that diploma; or a level of secondary education attested by a diploma giving access to post-secondary education and at least 9 years of professional experience after that diploma;
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties³;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen⁴;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified essential criteria with regard to professional experience and personal characteristics/interpersonal skills. These are:

Professional experience/knowledge:

- At least 3 years (following the award of the diploma) of professional experience acquired in positions relevant to the job description;
- Experience in supervision or management of IT consultants;
- Familiarity with troubleshooting and diagnostic procedures;
- Familiarity with Container technologies;
- Thorough knowledge and experience in the design, operation and maintenance within the following domain areas:
 - MS Windows 2016/2019 and Active Directory / Active Directory Federation Services
 - Windows clustering
 - High Availability and Disaster Recovery
 - Powershell scripting

¹ Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

² Compulsory military service is always taken into consideration

³ Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

⁴ Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- Networking technologies
- Knowledge and experience in the design, operation and maintenance with product experience in at least 11 out of the following 17 areas:
 - MS Hyper-V
 - Azure
 - Windows Server security and certificate management
 - Linux system administration
 - Server and storage hardware
 - MS Exchange Server
 - MS SQL Server
 - Storage area networks
 - Hardware Server Management solutions
 - Microsoft System Center Operations Manager 2016
 - Backup concepts and backup software like EMC NetWorker
 - Docker
 - Kubernetes
 - MS CRM/Dynamics
 - Firewalls
 - Cisco Networking
 - ITIL
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Ability to learn quickly and comprehend new technologies in order to apply them in every-day work;
- Strong analytical and trouble shooting skills combined with a disciplined approach to problem solving;
- Excellent communications skills, including the ability to produce clear and concise memos, provide technical explanations and present recommendations and status reports;
- High level of service orientation;
- Excellent team working ability;
- Ability to work in an international environment;
- Strong proactive work approach.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria, or apply any listed advantageous criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Women are currently under-represented in this business area. Therefore, women are encouraged to apply.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates may be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years which may be renewed. The appointment will be in grade **AST 4**.

Applicants should note the requirement under the EU staff regulations for all new staff to complete successfully a probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply please send a completed application to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English⁵. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

⁵ This vacancy notice has been translated into all official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.