System Administrator

Unit: Digital Transformation Services
Reference: ECDC/FGIV/2023/DTS-SA

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

Job description

ECDC plans to recruit one person for a project post. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The jobholder will report to the Back Office Group Leader. The jobholder will be responsible in particular for the following areas of work:

• Administer, maintain and optimise the servers, container and storage infrastructure, both on premise and in the cloud;

• Administer, maintain and optimise centralised back office applications with focus on the server environments, the corresponding databases, the Active Directories including ADFS and Azure AD;

• Contribute to application development and deployment as part of a DevOps team;

• Support, administer and maintain the container management environment using orchestration and CI/CD pipelines;

• 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 IT infrastructure and services and maintain the documentation;

• Monitor and analyse technical logs in order to ensure security and service continuation;

• Ensure second- and third-line support for the ECDC and external users for the back office services;

• Write scripts to automate various tasks as needed for administrative or application integration purposes;

• Be available for periods of 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 education which corresponds to completed university studies of at least three years attested by a diploma [1];

- 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 duties[2];

- 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 citizen[3];

- 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/knowledge and personal characteristics/interpersonal skills.

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 working as System Administrator in a DevOps based environment;

- Experience working with system administration as second- and third-line support, troubleshooting and diagnostic procedures based on ITIL practices;

- Extensive knowledge and experience in the design, operation and maintenance within the following domain areas:

    - MS Windows Server 2016/2019/2022 and Active Directory / Active Directory Federation Services / Azure AD
    - Azure administration
    - High Availability and Disaster Recovery
    - Automation of tasks / Infrastructure as code
    - Container 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 Devops

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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 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).
3 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.

- - Deployment pipelines
  - Azure Kubernetes Services
  - Terraform
  - AWS administration
  - ServiceNow administration
  - Windows Server security and certificate management
  - Linux system administration
  - Server and storage hardware
  - MS SQL Server
  - Storage area networks
  - Logging and monitoring solutions
  - Backup concepts and backup software like Veeam
  - Docker
  - Kubernetes
  - Firewalls

- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Strong proactive approach towards embracing new technologies and their applications at work

- Strong analytical and troubleshooting skills combined with a disciplined approach to problem solving;

- Ability to work collaboratively and build strong working relationships, in order to as a team take joint responsibility of relevant systems, products and services;

- Excellent communications skills including the ability to produce clear and concise memos, provide technical explanations and present recommendations and status reports.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection 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.

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 will 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 contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Union, for a limited period of 5 years with a contract that may be renewed depending on the project funding. for a period of five years. The contract may be renewed. The appointment will be in **Function Group IV.**

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

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:

https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501

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 for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on the **28 November 2023 at 11:59:59 (midday) Stockholm time.** You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

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

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

You can find the translation[4] of this vacancy notice in all EU languages here:

https://www.ecdc.europa.eu/en/about-ecdc/work-ecdc/recruitment/vacancies/vacancy-translations

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4 While this vacancy notice has been translated into all official EU languages from its English original the language of day-to-day operations in the Agency is generally English. ECDC therefore prefers to receive the application in English.