



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B037 - ICT SYSTEM ADMINISTRATOR 1
Grade	B6
Division	Information Division
Section	Information and Communication Technology Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	27 March 2025
Start Date	01 July 2025 (a handover period of 2 weeks is required for this post)
Interview Date	Week commencing on 28 April 2025

1. Background

The Information Division (ID) is responsible for providing services related to Information and Communication Technology (ICT) and Information Management (IM) to support and enable the Programme Divisions and the Central Office to carry out the core activities of OCCAR-EA efficiently and effectively.

This includes all matters relating to ICT and IM, including the management of IT infrastructure, cybersecurity, data protection, digital communication systems, collaboration tools, software applications, knowledge management, data governance, and ensuring the secure and compliant handling of all information across OCCAR-EA.

The ICT Section is responsible for

- The definition and implementation of the ICT Policies, Strategy and Plan;
- The acquisition, implementation, maintenance and configuration management of the whole ICT infrastructure from the client, to the network, to the server and the different corporate applications;
- Managing the technical parts of ICT support contracts and supervising the performance of the contractors.

2. Duties and Responsibilities

The ICT System Administrator 1 (SA1) for OCCAR Networks, under the responsibility of the ICT Section Leader, supports the Information Systems Administration Manager (SA Manager) in all their tasks.

The SA1 provides technical systems administration to all OCCAR-EA ICT Networks through the support to the OCCAR SA Manager. In case of need, the SA1 also provides support to the Database Administrator.

The post holder will support OCCAR's SA Manager in the definition of enhancements to the ICT architecture, while maintaining existing solutions, installing new solutions and managing the maintenance and configuration control of the present corporate information infrastructure landscape, which is distributed over several data centres.

The SA 1 reports to the SA Manager while under ICT Section Leader responsibility. This post may require international travel at short notice.

The incumbent is specifically responsible for:

- supporting the administration of virtualisation, backup, storage, server hardware and software (including installation and configuration of operating systems and devices);
- supporting the definition, testing and implementation of ICT architecture;
- maintaining existing solutions;
- installing new solutions and managing the maintenance and configuration control of the present information system;
- delivering ICT support to the corporate ICT environment;
- reacting to incidents from the ICT Service Desk (second level support);
- supporting the SA Manager in providing the ICT systems for OCCAR-EA Networks;
- maintaining and supporting the existing ICT system(s);
- providing proactive monitoring of the systems;
- administration of hardware and software;
- supporting the testing and evaluating of hardware and software applications;
- implementing secure enhancements to the ICT architecture, while maintaining existing solutions, installing new secure solutions under the authority of OCCAR-EA SA Manager;
- providing technical information to the OCCAR-EA SA Manager;
- managing, developing and maintaining ICT system documentation;
- applying and maintaining the patch management (WSUS and VMWare);
- monitoring, managing, configuring and maintaining SAN systems including SAN switches and mirroring;

- operating, monitoring and maintaining different solutions for external users access to OCCAR-EA Networks;
- providing users with technical support, training and documentation.

3. Key competences and skills required for the grade

(You must provide evidence of meeting these key competences and skills in your Application, Section 12).

- CS 1** Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2** The ability to work in a changing, developing and demanding environment;
- CS 3** The ability to work independently based on objectives set by the line manager;
- CS 4** The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5** Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

4. Specialist knowledge and experience required for the post

(You must provide evidence of meeting these specialist requirements in your Application, Sections 10 and 11).

4.1 Essential:

- ES 1** Significant proven experience in multinational environment on design, delivery, monitoring (preferred Paessler products) and advanced support of modern Windows Server-based IT infrastructure, virtualisation solutions, Backup solutions, and Microsoft Core Services. Deep knowledge on Single Sign On solutions like ADFS is required;
- ES 2** Proven experience in design and administration of secure networks (up to RESTRICTED) providing core and specific web-based services for independent and scalable modules through Platform as a Service, including deep knowledge on reverse proxy implementation through Server Load Balancing with the Kemp Load master;
- ES 3** Proven experience in management, planning, deployment and administration of SINA network encryption devices to enable secure connection of separated locations of Classified networks and workstations (SINA secure laptops) meant for connecting and processing classified information regardless of location;

- ES 4** Practical experience in implementation of complex infrastructure projects spanning over multiple distributed data centres including proven experience plus deep knowledge in implementation/administration of IBM SAN Storage and virtualised storage technologies, as well as experience in providing high availability set-ups;
- ES 5** Proven Knowledge on Microsoft Cloud (MS Azure) administration skills to support an effective Azure Implementation: governance and identities management, creation and scalation of virtual machines, implementing storage solutions, monitoring resources and implementing backup and recovery. At least MS Azure Administrator course, AZ-104.

4.2 Desirable:

- DS 1** Knowledge and experience in OCCAR Networks management or at least from previous posts in MoD or OCCAR Programmes' related industry;
- DS 2** First-hand advanced experience setting-up and managing
- Windows Server 2012R2 – 2019
 - Windows 10/Windows 11 workstations
 - VMWare vCenter 7 and ESXI 7.0/8.0
 - Veeam Backup and Replication
 - ADDS, DHCP, DNS, GPO, ADFS, DFSR, IIS & WSUS
 - Microsoft Exchange Server 2016 DAG
 - Kemp Load Balancing
 - Sophos UTM
 - iSCSI, SAN, NTFS, RAID & brocade Fabric
 - Networks technology (LAN, WAN, DNS, DHCP) and VoIP; secure communications (VPN);
- DS 3** Proven knowledge on VMWare, Hyper-V and Proxmox virtualisation environments and experience in migration from one to another and/or hybrid virtualised deployments;
- DS 4** Proven recent experience and competence in administrating System Management (Software Distribution, Asset Management, Remote Control), client configuration, system monitoring and ticketing systems; Knowledge and experience in supporting the procurement of ICT items and services.

5. Language Requirements

- ADVANCED level¹ of ENGLISH both oral and written.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

¹ The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.

6. Qualifications

Minimum requirements: An education degree equivalent to the European Qualifications Framework level (EQF) 5 with 5 years of proven experience/track record in the activities described above or, an education degree equivalent to the EQF 4 with more than 9 years of proven experience/track record in the activities described above.

Desirable requirements: Any related certification to the requirements above will be considered an asset (e.g., CCNA/CCNP, Microsoft Certified Solutions Expert, VMware Certified Professional certificates, Kemp VLM Load Master course, Veeam Certifications, IBM Certified Specialist- Storage Technical V series etc.).

7. Security Clearance

Security clearance at OCCAR Secret level is required for this post.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Jose Emilio BESTEIRO VALINO (Head of Corporate Support Division)

Email: jose.besteiro@occar.int

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

Applicants who are **not** Ministry of Defence staff wishing to apply for this Post should email the completed application and supporting documentation to application@occar.int.

OCCAR Privacy Statement:

When applying for an OCCAR vacancy, it is necessary for OCCAR to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment. For further information please visit our web-site: OCCAR Privacy Statement - <http://www.occar.int/privacy-data-protection>.