



VACANCY NOTICE	
Post	B046 - ICT SYSTEM ADMINISTRATOR / AZURE INFRASTRUCTURE SPECIALIST
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	31 March 2026
Start Date	01 July 2026
Interview Date	Week commencing on 27 April 2026

1. Background

The Information Division (ID) is responsible for providing services related to Information and Communication Technology (ICT) and Information Management (InfoMgmt) 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 Information Management, 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 ID comprises the ICT and IM Sections. The ICT Section is responsible for:

- Defining and implementing ICT policies and plans in support of OCCAR-EA, under the direction and guidance of the Head of Division, and in line with the broader OCCAR-EA Information Management Concept and overall OCCAR-EA strategy;
- End-to-end ownership of the acquisition, deployment, maintenance, cyber-security and configuration management of the entire OCCAR-EA ICT infrastructure and services, encompassing client devices, networking components, server environments, databases and corporate applications on premises and throughout all OCCAR sites;
- Overseeing the technical aspects of ICT support contracts and monitoring contractor performance to ensure service quality and compliance.

2. Duties and Responsibilities

The ICT System Administrator / Azure Infrastructure Specialist (SA-AIS) for OCCAR Networks, under the responsibility of the ICT Section Leader, supports the Information Systems Administration Manager (SA Manager) in all their tasks.

The SA-AIS provides technical systems administration to all OCCAR-EA ICT Networks through the support to the OCCAR SA Manager. In case of need, the SA-AIS also provides support to the ICT 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 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, under the responsibility of the OCCAR-EA SA Manager;
- Maintaining existing solutions;
- Installing new solutions and ensuring 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;
- Supporting the SA Manager and the Cloud Expert in the design and implementation of Cloud architecture, including landing zones, Policies, Group management, FinOps and cost management;
- 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 environments in the design, delivery, monitoring and advanced support of enterprise Microsoft-based IT infrastructures, including modern Windows Server environments and Microsoft Core Services. Deep hands-on knowledge of Active Directory Domain Services, hybrid identity architectures and enterprise authentication solutions (e.g., ADFS, Entra ID) is required;
- ES 2** Proven knowledge and recent experience in the administration of virtualisation platforms, backup and replication solutions, and SAN / VSAN storage technologies, supporting enterprise-grade and highly available infrastructures;
- ES 3** Proven hands-on experience in the operation of highly available and fault-tolerant enterprise infrastructures, including redundancy mechanisms and backup and recovery solutions; experience in the administration of Public Key Infrastructure (PKI);
- ES 4** Proven Knowledge on Microsoft Cloud (MS Azure) administration skills to support effective Azure Implementation and operations: governance and identity management, creation and scalation of virtual machines, implementing storage solutions, monitoring resources and implementing backup and recovery;
- ES 5** Proven knowledge and experience in contributing to the design and implementation of secure, scalable cloud foundations, including network architectures and controlled access mechanisms and in applying strong security and governance practices; additionally, solid DevOps skills are required to support automated, reliable deployments through CI/CD and infrastructure-as-code.

4.2 Desirable:

- DS 1** Advanced Azure architectural capability to design and implement enterprise-scale Azure Landing Zones through DevOps, including secure VNET architectures with Azure Bastion, and hybrid connectivity (VPN/Express Route), while applying strong security and governance controls. MS Azure Solutions Architect Expert AZ-305;
- DS 2** Proven expertise in cloud cost management services, including the ability to track, analyse, forecast, and optimise spending using native platform tools, implement budgets and alerts, apply cost allocation and tagging strategies, and provide actionable recommendations to ensure financial governance and efficient use of cloud resources;

- DS 3** Proven skills in Azure security (RBAC, Conditional Access, Defender for Cloud, Key Vault) and governance (Azure Policy, Blueprints);
- DS 4** 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 5** Proven knowledge on VMWare, Hyper-V and Proxmox virtualisation environments and experience in migration from one to another and/or hybrid virtualised deployments.

5. Language Requirements¹

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

6. Qualifications

Minimum requirements: An education degree in IT 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 in IT equivalent to the EQF 4 with more than 7 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., MS-102, AZ-102, AZ-104, AZ-305, AZ-400, AZ-500, Microsoft Certified Solutions Expert, VMware Certified Professional certificates, Veeam Certifications, IBM Certified Specialist- Storage Technical V series etc.).

7. Security Clearance

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

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

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Manuel GOMEZ DE OLEA (ICT Section Leader)

Email: manuel.gomezdeolea@occar.int

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

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>.