

CALL FOR APPLICATIONS

NETWORK AND SYSTEMS ENGINEER

Ref. n°: EMSA/AST/2012/03

The European Parliament and Council Regulation (EC) No 1406/2002¹ provides the legal basis for the establishment of the European Maritime Safety Agency (EMSA).

The goal of the Agency is to provide technical and scientific assistance to the European Commission and Member States on matters relating to the proper implementation of European Union legislation on maritime safety and pollution by ships. To do this, one of EMSA's tasks is to improve cooperation between Member States in all key areas. This includes undertaking a range of actions aimed at improving safety on tankers and passengers ships, as well as bulk carriers, container ships and fishing vessels.

In April 2004 EMSA was also given some additional tasks by the European Council and the European Parliament related to oil pollution response, ship security and training of seafarers.

EMSA invites you to send your application for the recruitment process of a Network and Systems Engineer. The post will be attached to Department A 'Corporate Services', Unit A.3. 'Operations Support'.

More information about the Agency and its structure and activities can be found on our website: <http://www.emsa.europa.eu>.

Functions and Duties:

EMSA has built a state-of-the-art data centre to host the Maritime Applications (SafeSeaNet, Thetis, CleanSeaNet, LRIT etc.) as well as the internal Corporate Services (directory services, DNS, email, file server etc.). EMSA operates a primary hosting centre in Lisbon and a Business Continuity Facility in Porto, interconnected to each other and both based on a highly consolidated ICT infrastructure using 10Gbps convergent network technologies, blade and other mid-range x86 servers, EMC and Netapp disk arrays, Cisco and Checkpoint equipment, and VMware virtualisation products. Currently EMSA is managing more than 500 Virtual Machines on a virtual infrastructure built on 30 physical servers, using both fibre-channel and network-based storage services. VMs for the Maritime Data Centre are mostly Linux Red Hat Enterprise Servers with Oracle database or Weblogic middleware on board, whereas VMs for Corporate Services are mostly based on Microsoft Windows Server 2008 with IIS, Sharepoint or SQL services installed. The following replication technologies are used to synchronise systems and data between the

¹ OJ L 208, 5.8.2002, p.1, as amended by Regulation (EC) No 1644/2003 of the European Parliament and of the Council of 22 July 2003 (OJ L 245, 29.9.2003, p. 10) and Regulation (EC) No 724/2004 of the European Parliament and of the Council of 31 March 2004 (OJ L 129, 29.4.2004, p. 1).

two main data centres: Oracle Dataguard, Storage Array based replication, VMware Site Recovery Manager, Microsoft cluster continuous replication.

Unit A.3 supports development, testing, rollout and operations of EMSA's infrastructure, maritime applications and corporate services using state-of-the-art IT Service management processes based on ITIL. Mission of the Unit is to support business objectives ensuring end-to-end service availability, performance and reliability through implementing best practice hosting, monitoring, business continuity and disaster recovery processes.

The Network and systems engineer will, under the supervision of the Head Unit A.3 and the Senior Project Officer responsible for Sector A.3.1, be responsible for operating the EMSA ICT network infrastructure and systems, guaranteeing its availability, performance and security.

The main duties of the post are:

- Operating and administering the network and systems of EMSA's virtual data centres, including physical (firewalls, switches, routers, servers and VM) and virtual equipment (based on VMware Vsphere5 with vDS and VShield), network services and telephony systems and voice over IP;
- Troubleshooting network and systems problems in a complex and integrated virtual environment, coordinating with system and application administrators;
- Contributing to projects related to both Maritime Applications and Corporate Services;
- Contributing to the definition of processes and documentation related to data centre operations;
- Contributing to the development and implementation of ICT Security Policies and Standards;
- Managing maintenance and support contracts.

A. ELIGIBILITY CRITERIA

Qualifications and experience required:

A.1. Education:

- Level of secondary education attested by a diploma giving access to post-secondary education or;
- Level of post secondary education of an official duration of three years attested by a diploma.

A.2. Experience:

- Since the completion of an education as referred to above a) six years of proven professional experience;
- Since the completion of an education as referred to above b) three years of proven professional experience where the official duration of the post-secondary is three years. When the official duration of the post-secondary studies is less than three years, the difference in time is to be compensated by additional professional experience after the award of the diploma.

A.3. Language skills:

The main working language in the field of maritime safety is English. Candidates must therefore have a very good command of English with a satisfactory knowledge of at least one other official language of the European Union to the extent necessary for the performance of the above mentioned duties.

A.4. General Conditions: In addition, in order to be eligible the candidate must:

- Be a national of one of the Member States of the European Union or of Iceland or Norway;
- Be entitled to your full rights as a citizen²;
- Have fulfilled the obligations imposed on you by the laws concerning military service;
- Meet the character requirements for the duties involved and
- Be physically fit to perform the duties linked to the post.³

B. SELECTION CRITERIA

B.1. Essential:

- Two years of professional experience relevant to the job;
- Hands-on experience in networking, security, systems and network services administration of a virtual data centre;
- A proactive attitude, team-work spirit, being self-motivated with a strong user orientation and good communication skills;
- Willingness to work on call rotation.

B.2. Advantageous:

- Previous management of ICT Operations of a consolidated virtual data centre, including VMware virtual infrastructures, Linux and Windows systems, storage sub-systems administration;
- Hands-on experience on Oracle DBMS and Weblogic administration;
- Familiarity with business continuity technologies and business continuity practices;
- Hands-on experience with IT Security technologies and systems;
- Hands-on experience with VoIP systems like Cisco Call Manager;
- Knowledge of ICT Operations and ICT Security frameworks, policies and practices like ITIL and ISO27001.

The advantageous criteria will be considered by the Selection Board depending on the number of applicants meeting the essential criteria.

Conditions of Employment:

- This vacancy notice concerns a Temporary Agent position, pursuant to Article 2 a) of the Conditions of Employment of other servants of the European Communities;
- The initial duration of the contract is 3 years, with possibility of renewal;
- The successful candidate will be recruited in the grade AST3;
- The basic monthly salary, before any deductions or allowances, at 1 July 2010 for grade AST3, first step is EUR 2888.07€;
- In addition to the basic salary, staff members may be entitled to various allowances, such as an expatriation allowance (16% of basic salary), household allowance,

² Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

³ Before being engaged the candidate will be medically examined in order that the Agency may be satisfied that he/she fulfils the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation;

- Please note that recruitment is done in the first or second step of the indicated grade, depending on the duration of the acquired professional experience. EMSA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance. Further information regarding rights and conditions of employment can be found in the following document:
http://ec.europa.eu/civil_service/docs/toc100_en.pdf;
- Please note that EMSA is likely to have a provision in the near future that will mean that recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third European Community language.
- The place of employment is Lisbon, Portugal.

Submission of applications:

Each application shall contain the three following documents:

- 1) A **detailed curriculum vitae, clearly justifying educational and professional experience** in European format (that can be obtained at the following address or downloaded from EMSA web site)
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
- 2) A duly completed and signed **declaration of honour** (to be downloaded from EMSA web site);
- 3) A **motivation letter** of 2 pages maximum.

Candidates are kindly requested to provide **6 copies (1 original + 5 copies)** of their application in order to facilitate the recruitment process. The complete application should be sent **by registered mail** to:

Vacancy reference n°: EMSA/AST/2012/03 – NETWORK AND SYSTEMS ENGINEER

EMSA
HR Sector
Cais do Sodre
1249-206 Lisbon
Portugal

Only complete applications containing the **three above mentioned documents** and sent by **registered mail within the deadline** will be taken into account.

The postmark will serve as **proof of the date of dispatch**. The **vacancy reference** number must be clearly **indicated** on the **envelope**.

The deadline for sending your application is 04 January 2013. Therefore applicants must meet the required eligibility criteria concerning the required educational qualifications and years of experience, as well as the essential selection criteria by this deadline.

Please note:

- Mention clearly your address for correspondence and for invitation to an interview. All correspondence will be sent to this address. Inform us of any change immediately;
- EMSA is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on any ground such as sex, race, colour, ethnic or social origin, genetic

features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or other family situation or sexual orientation;

- If you are invited to an interview you will be asked to submit supporting documents to prove the information provided in your application;
- You may apply in any of the official languages of the European Community, but it would be helpful to **apply in English** in order to **facilitate the selection process**. However you are requested to **state your educational qualifications** and positions held in the **language of origin**.

The Selection Process:

All candidates will receive an acknowledgement of receipt for their application. For each selection process a Selection Board is nominated. The Selection Board will evaluate all applications and **select those candidates meeting the eligibility criteria and the best qualified candidates, judged on the basis of the selection criteria**, are short-listed for an interview. The **selected candidates** will be invited to **pass one or several written exams** related to the job profile and to take part in a **selection interview**.

During this recruitment phase, the selected candidates will be evaluated by the Selection Board. After the interviews, the Selection Board will draw up a list of the most suitable candidates. The **Appointing Authority will select the successful candidate** and inform him/her accordingly. As soon as this decision is taken, **all candidates will receive an information letter**.

Please note that a **binding commitment** can only be made **after verification of all conditions** and will take the form of a **contract signed by the Executive Director**.

The reserve list will remain valid for a period of 1 year following its establishment. Therefore candidates whose name will be put on a reserve list could be offered a contract during this period of time.

Please note that the **selection process may take several months** to be completed and that **no information** will be released **during this period**. Once a selection process has been completed, its status will be displayed on our web site.

Requests for information and appeal:

An applicant who would like further information, or considers that he/she has grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further information from the Chairperson of the Selection Board.

For information on how to lodge a complaint and/or an appeal procedure, please consult the 'General Information for Recruitment' overview on our website for more information:

<http://www.emsa.europa.eu/recruitment-info.html>