<table>
<thead>
<tr>
<th><strong>Post Number - Post</strong></th>
<th>B019 – Network Administrator</th>
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<tbody>
<tr>
<td><strong>Vacancy open to nationals of an OCCAR member state</strong></td>
<td>OCCAR Member States: Belgium, France, Germany, Italy, Spain and the United Kingdom.</td>
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<tr>
<td><strong>Grade</strong></td>
<td>B6</td>
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<tr>
<td><strong>Monthly Basic Salary</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>5,875.17 €</td>
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<td><strong>International Organisation</strong></td>
<td>OCCAR-EA, Central Office (CO)</td>
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<tr>
<td><strong>Division</strong></td>
<td>Corporate Support Division</td>
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<tr>
<td><strong>Section</strong></td>
<td>Information, Communication &amp; Technology</td>
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<tr>
<td><strong>Location</strong></td>
<td>Bonn, DE</td>
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<tr>
<td><strong>Initial Contract Duration</strong></td>
<td>3 years</td>
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<tr>
<td><strong>Closing Date for Applications</strong></td>
<td>24/06/2019</td>
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<tr>
<td><strong>Interview Date</strong></td>
<td>Week commencing 08/07/2019</td>
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### 1. General background

**OCCAR:**

OCCAR (Organisation Conjointe de Coopération en matière d'Armement / Organisation for Joint Armament Co-operation) is an international organisation whose core-business is the through life management of cooperative defence equipment programmes.

OCCAR does manage all types of armament related Programmes for the benefit of the Member States, the non-Member Participating States and the European Common Security and Defence Policy, including dual use Programmes and Programmes enforcing the European

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<sup>1</sup> In addition to basic salary, allowances are paid under certain conditions (depending on the personal circumstances and family situation of the staff member) and on production of the relevant documents. Basic salaries and allowances are net of income tax. Throughout the period of this contract your salary, and any associated allowances, may be adjusted in accordance with the OCCAR Management Procedures (OMP). Please visit our internet site for further information (http://www.occar.int/remuneration).
pillar of NATO. Subject to the requirements of the Participating States, OCCAR can manage all phases of the Defence System Life Cycle, from Definition to Disposal.

The Programmes managed by OCCAR in 2019 contain programmes like

- A400M – A TACTICAL AND STRATEGIC AIRLIFTER,
- BOXER – THE NEXT GENERATION OF MULTI ROLE ARMOURED VEHICLES,
- TIGER – A NEW GENERATION OF HELICOPTERS,
- LSS - Logistic Support Ship

and more. Please visit our internet site for further information (http://www.occar.int/our-work-programmes).

Central Office / Corporate Support Division:

OCCAR-EA has a lean, flexible and modular organisation. Within this frame, Central Office (CO) provides governance, Programme Management Support and Corporate Services to Programmes. The Corporate Support Division (CSD) provides more than just support. CSD advances the working conditions for staff by delivering the best solutions in the fields of Information and Communication Technology (ICT), Security and Site Management in an efficient and effective way.

Information and Communication Technology (ICT) Section:

The OCCAR-EA Information and Communication Technology (ICT) Section is part of the Corporate Support Division (CSD), CSD is responsible for the provision of essential infrastructure and support to enable the execution units, i.e. the Programme Divisions and Central Office, to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Security, ICT and Site Management addressed in each of the OCCAR-EA sites.

As part of the Corporate Support Division, 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 Network Administrator reports directly to the Network Technology Manager as part of the Network Technology cell within the ICT Section.

In particular, he/she will:

- Configure, administrate, maintain, and operate network (switches, routers, wireless AP), network security (firewalls, UTM, Security Gateways) and unified communication systems (telephone gateways, call managers, Webex, Video Teleconferencing (VTC));

- Receive, investigate and resolve incidents, problems and service requests related to the WAN, LAN, network security and Unified Communication Systems (UCS) infrastructure; he/she will coordinate with the internal technical experts or the vendor, in case it is required, for resolution;

- Write and keep up-to-date technical documentation and maintain the network and UCS configuration repository;

- Provide technical expertise in network, network security and UCS procurement exercise (drafting terms of reference, preparing the technical specifications for calls for tenders, giving advice on technical evaluation of the received offers);

- Configure and maintain network management systems and monitoring tools;

- Provide support in the planning, coordination and follow-up of the projects, releases plans, dependencies between different projects;

- Contribute at users training;

- Additional tasks as defined by the Network Technology Manager or the ICT Section Leader.

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, Section 11)*.

4.1 **Essential:**

**ES 1** In-depth experience in setting-up and administrating a Cisco network infrastructure (Catalyst and Nexus switches, ISR Routers, Meraki WiFi AP, OSPF, GRE tunnels, VLAN and Trunking, 802.1x, QoS);

**ES 2** Proven experience and competence in administrating a Cisco Unified Communication infrastructure, with particular reference to the following products and features: CUCM, IM&P, UCS, CUBE, VoIP Gateways, Expressway, Meeting server, Jabber, WebEx;

**ES 3** Proven experience and competence in administrating a network security infrastructure for exchanging of classified information, with particular reference to SINA managed infrastructure, Cisco Firewalls, Cisco Anyconnect Clients, Palo Alto firewalls, Stormshield UTM, multivendor IPSec VPN;

**ES 4** Proven experience and competence in systems integration (e.g. Active Directory Authentication, VoIP over MPLS, Jabber over Anyconnect);

**ES 5** Knowledge and experience in supporting the procurement of ICT items and services (e.g. providing technical advice, writing Statement of Work, evaluating offers, supervising and performance monitoring of contractors);

4.2 **Desirable:**

**DS 1** Cisco certification in the domain of “Routing & Switching”, Security and/or Collaboration (Entry, Associate, Professional or Expert);

**DS 2** SINA certification (Basic, Advanced);

**DS 3** Experience in administrating a Polycom VTC infrastructure (RPRM, DMA, RMX, RPAD, Group 500, HDX 7000);

**DS 4** Experience in performing similar tasks in/for other international (preferred) or national organisations.

5. **Language Requirements:**

- Advanced level of English both oral and written.
- Adequate knowledge of any other OCCAR language would be an asset.

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6. **Qualifications**

University Degree in information security, computer science or related discipline and at least six years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with at least nine years post related experience.

7. **Security Clearance**

A Personal Security Clearance at a minimum of CONFIDENTIAL level is required for this post. Applicants are not required to possess a clearance at the time of applying however, applicants already in possession of a Personal Security Clearance will be considered favourably. OCCAR-EA will take action to obtain the required Personal Security Clearance from the successful candidates’ national authorities.

8. **Applications and Points of Contact**

What we need - the completed application and supporting documentation:

- Filled OCCAR application form for the OCCAR post B019 – Network Administrator (you will find the application form on the OCCAR web page, [http://www.occar.int/vacancies](http://www.occar.int/vacancies));
- a curriculum vitae;
- a copy of your passport;
- evidence of your highest educational or professional qualification;
- (if applicable) a document/certificate/statement regarding your security clearance;
- (if applicable) If your nationality has changed or is in the process of being changed, please provide certified copy of naturalisation decree for new nationality and explain the reasons for changing in the OCCAR application form (Section 2).

Applicants wishing to apply for this post should email the completed application and supporting documentation to [vacancies@occar.int](mailto:vacancies@occar.int).

For further information regarding this post, please address all questions to the following point of contacts at [vacancies@occar.int](mailto:vacancies@occar.int).

**Post related questions:**
Geert VANLINTHOUT (Head of Corporate Support Division)
Axel Weber (Information and Communication Technology (ICT) Section Leader)

**Organisational matters and HR related questions:**
Richard Schell (Human Resources – Personnel Management Section Leader)