



The Hague, 3 December 2013

Reg. n°: Europol/2013/TA/AD7/137

VACANCY NOTICE

Name of the Post: Senior Specialist – ICT Infrastructure Engineering Middleware domain (AD7), within the ICT Business Area, ICT Operations Group, Infrastructure Engineering Team at Europol

Reporting to: Senior Specialist in the Infrastructure Engineering Team

1. About Europol

Applications are invited for this position at the European Police Office (Europol).¹

Europol is located in The Hague, The Netherlands, and its main tasks are the following:

- a) to collect, store, process, analyse and exchange information and intelligence;
- b) to aid investigations in the Member States, in particular by forwarding all relevant information to the national units;
- c) to ask the competent authorities of the Member States concerned to initiate, conduct or coordinate investigations and to suggest the setting up of joint investigation teams in specific cases;
- d) to provide intelligence and analytical support to Member States in connection with major international events;
- e) to prepare threat assessments, strategic analyses and general situation reports relating to its objective, including organised crime threat assessments.

For more information please visit Europol's website www.europol.europa.eu.

Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on ground of sex, race colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions and opinions, financial situation, disability, age sexual orientation, marital status or family situation. Applications from female candidates are particularly encouraged. Employment at Europol is open to nationals of the EU Member States. There is no national quota system in operation but Europol is required to strive for a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members.

¹ Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.

2. Background and main purpose of the post

The ICT Business Area has the responsibility for developing and operating high-quality ICT solutions and capabilities supporting the core mission and support processes of Europol. Some 110 internal staff members are responsible for developing, delivering and maintaining information management and communication technology capabilities that ensure enhanced criminal information exchange between Europol Member States.

The main role of the ICT Operations Group is implementation, installation and maintenance of all ICT Infrastructure components for Europol, the Member States and third parties as well as the support of all computerized systems at Europol.

The ICT Operations group also provides a contact point for services regarding technical enquiries of Member States and Europol staff.

The ICT Operations Group is comprised of several functional teams (e.g. Infrastructure Engineering, Infrastructure Operations, Application Operations, IT Operations Center, Service Management and Service Desk) together with an Embedded Security Team that spans across functional teams in a matrix fashion.

The successful candidate will be part of the ICT Operations Group, Infrastructure Engineering Team within the ICT Business Area working as a Senior Specialist - ICT Infrastructure Engineering.

In his/her functional role, (s)he will be in charge of designing and driving implementation of ICT Infrastructure solutions in line with the approved architecture and compliance guidelines. Additionally, the successful candidate will act as a third level support in resolution of ICT Infrastructure incidents and will manage project teams delivering new solutions for Europol.

3. Tasks and responsibilities

The successful applicant will have to carry out the following main duties:

Members of the Infrastructure Engineering team, in their own specific domain area of competence, are in charge of the following tasks:

- Specify technical standards, aligned with the overall Europol Architecture guidelines;
- Actively review Architecture guidelines to ensure manageability and full understanding of technical consequences;
- Specify technical requirements for ICT infrastructure solutions including relevant security controls;
- Create technical design of ICT infrastructure solutions in accordance with solution architecture guidelines and standards, translating high-level solution architectures into concrete designs, procedures and specifications of ICT infrastructure solutions;
- Facilitate installation and configuration activities by ICT operations teams in accordance with engineering designs and specifications, performing trial installation and configuration activities in testing and pre-production environments.

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- Develop and maintain sufficient knowledge about the interdependencies of all infrastructure components deployed in the production environment in order to prevent incidents and problems;
- Participate in multi-disciplinary project teams and ICT development initiatives providing technical advice and support and specifying technical designs of ICT infrastructure solutions in alignment with software application designs, ensuring end-to-end operability and supportability by design, in accordance with ICT operational standards;
- Acting as a third level support, perform technical analysis, investigation, troubleshooting and resolution of incidents or problems affecting the Europol ICT infrastructure;
- Provide support to capacity management activities, recommending changes in ICT infrastructure in order to address capacity demands;
- Liaise with ICT engineering teams in partner organisations, including in particular Europol National Units in Member States, acting as primary point of contact for technical changes affecting the interfaces between external and Europol ICT infrastructure;
- Contribute to ICT-wide technical knowledge management, maintaining up-to-date technical documentation and contributing to the ICT knowledge base;
- Provide technical advice and engineering support to other teams in the ICT Business Area.
- Monitor technology developments maintaining up-to-date knowledge of state-of-the-art solutions;
- Perform any other tasks in the area of competence as assigned by the line management.

The ICT Infrastructure Engineers might also be asked to:

- Specify technical requirements for the procurement of products and/or services related to ICT infrastructure engineering; contribute to procurement activities providing technical specifications and participating in procurement evaluation panels;
- Clearly define statements of work and perform contractors' work supervision; monitor their deliverables and stay abreast of matters requiring escalation.

The Middleware domain in the ICT Infrastructure Engineering team covers the following areas:

- Application platforms and infrastructure, including Java-based and Microsoft .NET;
- Applications and Database Server;
- Integration and messaging services (including both application integration and data integration solutions, message-oriented middleware);
- Security mechanisms, including Identity and Access Management solutions such as Microsoft Active Directory, Firewalls, IDS/IPS, proxy servers;
- Load balancing solutions;

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- Automated deployment solutions.

Specifically, the ICT Infrastructure Engineer in the Middleware domain will maintain an end-to-end deployment overview of ICT solutions at Europol, performing the following specific tasks:

- Prepare deployment specifications, including configuration of ICT infrastructure across different environments (development, testing, pre-production, production);
- Review technical specifications of currently deployed systems to ensure alignment with technical standards;
- Continuously review and optimise middleware configuration to ensure consistency between systems and maximise return on investment;
- Interface with Software Development, Service Management and Applications Operations teams to ensure common understanding of requirements and constraints;
- Support technical testing activities providing engineering advice about relevant test cases and test results.

This position might require participation in a shift system including weekends and nights as well as participation in on-call duty.

4. Requirements

4.1 Eligibility criteria:

a. Candidates must:

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;²
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

b. Candidates must have:

- A level of education which corresponds to completed university studies, preferably in the area of Computer Science or Information Technology attested by a diploma when the normal period of university education is four years or more;

OR

² Prior to appointment the successful candidate will be medically examined by one of the institution's medical officers in order that the institution may be satisfied that the candidate fulfils the requirements of Article 12(2)(d) CEOS

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- A level of education which corresponds to completed university studies, preferably in the area of Computer Science or Information Technology attested by a diploma and appropriate experience of at least one year when the normal period of university education is three years;

In addition to the above at least **6 years** of professional work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- At least 4 years of working experience in large ICT environments, performing Infrastructure and/or Software engineering functions;
- Experience in defining middleware configuration standard based on best practices and ensuring enforcement of both;
- Experience in deploying and tuning large databases based on MS SQL and/or Oracle.
- Experience in maintaining and documenting technical solutions;
- Experience of common information security safeguards;
- Experience in clearly defining statements of work and perform contractors' work supervision.

Desirable:

Experience in implementing and managing application servers and platforms based on vFabric tcServer, JBoss EAP, MS Sharepoint, , Liferay and similar;

- Experience in deploying and tuning advanced search engines;
- Experience in the area of configuration of databases in the context of Business Continuity Management and Disaster Recovery;
- Experience is managing vendors and providers;
- Experience in a multidisciplinary, multicultural, international working environment.

b. Professional knowledge:

Essential:

- Knowledge of multi-tier application concepts;
- Knowledge of Continuous Delivery concept;
- Knowledge of Information Security principles and safeguards;
- Knowledge of infrastructure concepts and technology and their impact on clients and services related to the business;
- Knowledge of the ITIL Framework.
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Desirable:

- Knowledge of and experience with Service Oriented Architectures (SOA), Event-Driven Architectures (EDA), Enterprise Application Integration (EAI), Enterprise Service Bus (ESB) products, Business Process Management (BPM) and Workflow products.
- Microsoft certification MSCITP related to MS SQL, MS SharePoint or MS Exchange;
- Understanding of PKI and/or Certificates management and life cycle (SSL, PKI for VPN based systems);
- Intrusion detection & incident monitoring including knowledge of typical attack patterns and signatures as well as well-known DOS, exploits and vulnerabilities;
- Knowledge of MS Systems Centre Operations Manager (SCOM) monitoring solutions;
- ITIL certification;
- Project Management Certification;
- Knowledge scripting languages used for Microsoft and Linux systems deployments;

c. Technical skills and competencies:

Essential:

- Ability to translate market trend into a ICT Infrastructure roadmap in the area of expertise;
- Ability to write structured documentation, translating high level architecture concepts into an implementable design, test approach and handover to Operations;
- Ability to clearly define statements of work and perform contractors' work supervision;
- Excellent organisational skills. Ability to manage infrastructure related projects, act independently on timely execution of work-plans, resolving arising issues with limited involvement of supervisors and other teams, while maintaining required project timelines and communication standards;
- Ability to analyse technical problems and provide practical solutions taking security considerations into account;
- Being familiar with project management terminology and methodology.
- Excellent communication skills in English, both orally and in writing.
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d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to work well under pressure, both independently and in a team;
- High level of customer-orientation;

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- Ability to establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment;
- High degree of commitment and flexibility.

5. Selection procedure³

The Contracting Authority sets up a Selection Committee which consists of at least three members, one from the Human Resources Unit of Europol, one from the concerned Unit or Department and one designated by the Staff Committee.

For **non-restricted** posts the Contracting Authority may designate up to two additional members to the Selection Committee on a proposal from the Management Board, either from another service of Europol, from outside Europol or from outside the community institutions including Member States.

The Selection Committee determines candidates' suitability for the position by assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the selection procedure. Europol will not be in a position to respond to feedback inquiries received outside this time frame.

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Europol Recruitment Office.

6. Salary

Scale: AD7

The basic monthly salary is EUR **5 568, 11** (step 1) or EUR **5 802, 09** (step 2).

The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules.

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child allowance and education may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical insurance, unemployment and invalidity allowance as well as a pension scheme.

³ Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

Salaries are subject to a community tax but exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement for this position is subject to the successful completion of a probationary period of **9** months. Within this period the successful candidate will have to undergo a post-related security screening.

Europol reserves the right to terminate the contract of employment during or at the end of the probation period in accordance with Article 14 of CEOS.

7.2 Security screening and certificate of good conduct

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct" at the time an offer of employment is made. The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. In case of unfavourable entries in the "Certificate of good conduct" Europol reserves the right not to award an employment contract.

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Job Description. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the probationary period may be cause for termination of employment contract.

The requested level of Security Clearance for this post is EU SECRET.

7.3 Contract of employment

The successful candidate will be recruited as **Temporary Agent AD 7** pursuant to Article 2 (a) of CEOS, for a period of 5 years⁴ (full-time – 40 hours a week).

The contract may be renewed. The place of employment will be The Hague, The Netherlands.

For further information on terms and conditions please consult the EC Staff Regulations which are available on Europol's website www.europol.europa.eu.

8. Data Protection

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to

⁴ For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

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any third party, except for restricted posts in which the application may be transmitted to the National Unit and the respective Liaison Bureau.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal bases for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of two years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of two years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file.

The Head of Administration is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have the right of recourse to the Europol Data Protection Office (Data Protection Office - PO Box 90850, 2509 LW The Hague, The Netherlands) and the Joint Supervisory Body (www.europoljsb.consilium.europa.eu).

9. Additional Information

9.1 Main dates:

Deadline for application:	20 January 2014
Recruitment procedure:	March 2014
Starting date of employment:	as soon as possible

9.2 Selection procedure

Please refer to the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu for further details on the application process and the selection procedure.

9.3 Contact Details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1628.



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4. Requirements

4.1 Eligibility criteria:

a. Candidates must:

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;²
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

b. Candidates must have:

- A level of education which corresponds to completed university studies, preferably in the area of Computer Science or Information Technology attested by a diploma when the normal period of university education is four years or more;

OR

² Prior to appointment the successful candidate will be medically examined by one of the institution's medical officers in order that the institution may be satisfied that the candidate fulfils the requirements of Article 12(2)(d) CEOS

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- A level of education which corresponds to completed university studies, preferably in the area of Computer Science or Information Technology attested by a diploma and appropriate experience of at least one year when the normal period of university education is three years;

In addition to the above at least **6 years** of professional work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- At least 4 years of working experience in large ICT environments, performing Infrastructure and/or Software engineering functions;
- Experience in defining middleware configuration standard based on best practices and ensuring enforcement of both;
- Experience in deploying and tuning large databases based on MS SQL and/or Oracle.
- Experience in maintaining and documenting technical solutions;
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Desirable:

Experience in implementing and managing application servers and platforms based on vFabric tcServer, JBoss EAP, MS Sharepoint, , Liferay and similar;

- Experience in deploying and tuning advanced search engines;
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Essential:

- Knowledge of multi-tier application concepts;
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Desirable:

- Knowledge of and experience with Service Oriented Architectures (SOA), Event-Driven Architectures (EDA), Enterprise Application Integration (EAI), Enterprise Service Bus (ESB) products, Business Process Management (BPM) and Workflow products.
- Microsoft certification MSCITP related to MS SQL, MS SharePoint or MS Exchange;
- Understanding of PKI and/or Certificates management and life cycle (SSL, PKI for VPN based systems);
- Intrusion detection & incident monitoring including knowledge of typical attack patterns and signatures as well as well-known DOS, exploits and vulnerabilities;
- Knowledge of MS Systems Centre Operations Manager (SCOM) monitoring solutions;
- ITIL certification;
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- Knowledge scripting languages used for Microsoft and Linux systems deployments;

c. Technical skills and competencies:

Essential:

- Ability to translate market trend into a ICT Infrastructure roadmap in the area of expertise;
- Ability to write structured documentation, translating high level architecture concepts into an implementable design, test approach and handover to Operations;
- Ability to clearly define statements of work and perform contractors' work supervision;
- Excellent organisational skills. Ability to manage infrastructure related projects, act independently on timely execution of work-plans, resolving arising issues with limited involvement of supervisors and other teams, while maintaining required project timelines and communication standards;
- Ability to analyse technical problems and provide practical solutions taking security considerations into account;
- Being familiar with project management terminology and methodology.
- Excellent communication skills in English, both orally and in writing.
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d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to work well under pressure, both independently and in a team;
- High level of customer-orientation;

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- Ability to establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment;
- High degree of commitment and flexibility.

5. Selection procedure³

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Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the selection procedure. Europol will not be in a position to respond to feedback inquiries received outside this time frame.

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Europol Recruitment Office.

6. Salary

Scale: AD7

The basic monthly salary is EUR **5 568, 11** (step 1) or EUR **5 802, 09** (step 2).

The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules.

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child allowance and education may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical insurance, unemployment and invalidity allowance as well as a pension scheme.

³ Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

Salaries are subject to a community tax but exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement for this position is subject to the successful completion of a probationary period of **9** months. Within this period the successful candidate will have to undergo a post-related security screening.

Europol reserves the right to terminate the contract of employment during or at the end of the probation period in accordance with Article 14 of CEOS.

7.2 Security screening and certificate of good conduct

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct" at the time an offer of employment is made. The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. In case of unfavourable entries in the "Certificate of good conduct" Europol reserves the right not to award an employment contract.

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Job Description. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the probationary period may be cause for termination of employment contract.

The requested level of Security Clearance for this post is EU SECRET.

7.3 Contract of employment

The successful candidate will be recruited as **Temporary Agent AD 7** pursuant to Article 2 (a) of CEOS, for a period of 5 years⁴ (full-time – 40 hours a week).

The contract may be renewed. The place of employment will be The Hague, The Netherlands.

For further information on terms and conditions please consult the EC Staff Regulations which are available on Europol's website www.europol.europa.eu.

8. Data Protection

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to

⁴ For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

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9. Additional Information

9.1 Main dates:

Deadline for application:	20 January 2014
Recruitment procedure:	March 2014
Starting date of employment:	as soon as possible

9.2 Selection procedure

Please refer to the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu for further details on the application process and the selection procedure.

9.3 Contact Details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1628.



The Hague, 3 December 2013

Reg. n^o: Europol/2013/TA/AD7/137

VACANCY NOTICE

Name of the Post: Senior Specialist – ICT Infrastructure Engineering Middleware domain (AD7), within the ICT Business Area, ICT Operations Group, Infrastructure Engineering Team at Europol

Reporting to: Senior Specialist in the Infrastructure Engineering Team

1. About Europol

Applications are invited for this position at the European Police Office (Europol).¹

Europol is located in The Hague, The Netherlands, and its main tasks are the following:

- a) to collect, store, process, analyse and exchange information and intelligence;
- b) to aid investigations in the Member States, in particular by forwarding all relevant information to the national units;
- c) to ask the competent authorities of the Member States concerned to initiate, conduct or coordinate investigations and to suggest the setting up of joint investigation teams in specific cases;
- d) to provide intelligence and analytical support to Member States in connection with major international events;
- e) to prepare threat assessments, strategic analyses and general situation reports relating to its objective, including organised crime threat assessments.

For more information please visit Europol's website www.europol.europa.eu.

Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on ground of sex, race colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions and opinions, financial situation, disability, age sexual orientation, marital status or family situation. Applications from female candidates are particularly encouraged. Employment at Europol is open to nationals of the EU Member States. There is no national quota system in operation but Europol is required to strive for a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members.

¹ Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.

2. Background and main purpose of the post

The ICT Business Area has the responsibility for developing and operating high-quality ICT solutions and capabilities supporting the core mission and support processes of Europol. Some 110 internal staff members are responsible for developing, delivering and maintaining information management and communication technology capabilities that ensure enhanced criminal information exchange between Europol Member States.

The main role of the ICT Operations Group is implementation, installation and maintenance of all ICT Infrastructure components for Europol, the Member States and third parties as well as the support of all computerized systems at Europol.

The ICT Operations group also provides a contact point for services regarding technical enquiries of Member States and Europol staff.

The ICT Operations Group is comprised of several functional teams (e.g. Infrastructure Engineering, Infrastructure Operations, Application Operations, IT Operations Center, Service Management and Service Desk) together with an Embedded Security Team that spans across functional teams in a matrix fashion.

The successful candidate will be part of the ICT Operations Group, Infrastructure Engineering Team within the ICT Business Area working as a Senior Specialist - ICT Infrastructure Engineering.

In his/her functional role, (s)he will be in charge of designing and driving implementation of ICT Infrastructure solutions in line with the approved architecture and compliance guidelines. Additionally, the successful candidate will act as a third level support in resolution of ICT Infrastructure incidents and will manage project teams delivering new solutions for Europol.

3. Tasks and responsibilities

The successful applicant will have to carry out the following main duties:

Members of the Infrastructure Engineering team, in their own specific domain area of competence, are in charge of the following tasks:

- Specify technical standards, aligned with the overall Europol Architecture guidelines;
- Actively review Architecture guidelines to ensure manageability and full understanding of technical consequences;
- Specify technical requirements for ICT infrastructure solutions including relevant security controls;
- Create technical design of ICT infrastructure solutions in accordance with solution architecture guidelines and standards, translating high-level solution architectures into concrete designs, procedures and specifications of ICT infrastructure solutions;
- Facilitate installation and configuration activities by ICT operations teams in accordance with engineering designs and specifications, performing trial installation and configuration activities in testing and pre-production environments.

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- Develop and maintain sufficient knowledge about the interdependencies of all infrastructure components deployed in the production environment in order to prevent incidents and problems;
- Participate in multi-disciplinary project teams and ICT development initiatives providing technical advice and support and specifying technical designs of ICT infrastructure solutions in alignment with software application designs, ensuring end-to-end operability and supportability by design, in accordance with ICT operational standards;
- Acting as a third level support, perform technical analysis, investigation, troubleshooting and resolution of incidents or problems affecting the Europol ICT infrastructure;
- Provide support to capacity management activities, recommending changes in ICT infrastructure in order to address capacity demands;
- Liaise with ICT engineering teams in partner organisations, including in particular Europol National Units in Member States, acting as primary point of contact for technical changes affecting the interfaces between external and Europol ICT infrastructure;
- Contribute to ICT-wide technical knowledge management, maintaining up-to-date technical documentation and contributing to the ICT knowledge base;
- Provide technical advice and engineering support to other teams in the ICT Business Area.
- Monitor technology developments maintaining up-to-date knowledge of state-of-the-art solutions;
- Perform any other tasks in the area of competence as assigned by the line management.

The ICT Infrastructure Engineers might also be asked to:

- Specify technical requirements for the procurement of products and/or services related to ICT infrastructure engineering; contribute to procurement activities providing technical specifications and participating in procurement evaluation panels;
- Clearly define statements of work and perform contractors' work supervision; monitor their deliverables and stay abreast of matters requiring escalation.

The Middleware domain in the ICT Infrastructure Engineering team covers the following areas:

- Application platforms and infrastructure, including Java-based and Microsoft .NET;
- Applications and Database Server;
- Integration and messaging services (including both application integration and data integration solutions, message-oriented middleware);
- Security mechanisms, including Identity and Access Management solutions such as Microsoft Active Directory, Firewalls, IDS/IPS, proxy servers;
- Load balancing solutions;

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- Automated deployment solutions.

Specifically, the ICT Infrastructure Engineer in the Middleware domain will maintain an end-to-end deployment overview of ICT solutions at Europol, performing the following specific tasks:

- Prepare deployment specifications, including configuration of ICT infrastructure across different environments (development, testing, pre-production, production);
- Review technical specifications of currently deployed systems to ensure alignment with technical standards;
- Continuously review and optimise middleware configuration to ensure consistency between systems and maximise return on investment;
- Interface with Software Development, Service Management and Applications Operations teams to ensure common understanding of requirements and constraints;
- Support technical testing activities providing engineering advice about relevant test cases and test results.

This position might require participation in a shift system including weekends and nights as well as participation in on-call duty.

4. Requirements

4.1 Eligibility criteria:

a. Candidates must:

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;²
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

b. Candidates must have:

- A level of education which corresponds to completed university studies, preferably in the area of Computer Science or Information Technology attested by a diploma when the normal period of university education is four years or more;

OR

² Prior to appointment the successful candidate will be medically examined by one of the institution's medical officers in order that the institution may be satisfied that the candidate fulfils the requirements of Article 12(2)(d) CEOS

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- A level of education which corresponds to completed university studies, preferably in the area of Computer Science or Information Technology attested by a diploma and appropriate experience of at least one year when the normal period of university education is three years;

In addition to the above at least **6 years** of professional work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- At least 4 years of working experience in large ICT environments, performing Infrastructure and/or Software engineering functions;
- Experience in defining middleware configuration standard based on best practices and ensuring enforcement of both;
- Experience in deploying and tuning large databases based on MS SQL and/or Oracle.
- Experience in maintaining and documenting technical solutions;
- Experience of common information security safeguards;
- Experience in clearly defining statements of work and perform contractors' work supervision.

Desirable:

Experience in implementing and managing application servers and platforms based on vFabric tcServer, JBoss EAP, MS Sharepoint, , Liferay and similar;

- Experience in deploying and tuning advanced search engines;
- Experience in the area of configuration of databases in the context of Business Continuity Management and Disaster Recovery;
- Experience in managing vendors and providers;
- Experience in a multidisciplinary, multicultural, international working environment.

b. Professional knowledge:

Essential:

- Knowledge of multi-tier application concepts;
- Knowledge of Continuous Delivery concept;
- Knowledge of Information Security principles and safeguards;
- Knowledge of infrastructure concepts and technology and their impact on clients and services related to the business;
- Knowledge of the ITIL Framework.
-

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Desirable:

- Knowledge of and experience with Service Oriented Architectures (SOA), Event-Driven Architectures (EDA), Enterprise Application Integration (EAI), Enterprise Service Bus (ESB) products, Business Process Management (BPM) and Workflow products.
- Microsoft certification MSCITP related to MS SQL, MS SharePoint or MS Exchange;
- Understanding of PKI and/or Certificates management and life cycle (SSL, PKI for VPN based systems);
- Intrusion detection & incident monitoring including knowledge of typical attack patterns and signatures as well as well-known DOS, exploits and vulnerabilities;
- Knowledge of MS Systems Centre Operations Manager (SCOM) monitoring solutions;
- ITIL certification;
- Project Management Certification;
- Knowledge scripting languages used for Microsoft and Linux systems deployments;

c. Technical skills and competencies:

Essential:

- Ability to translate market trend into a ICT Infrastructure roadmap in the area of expertise;
- Ability to write structured documentation, translating high level architecture concepts into an implementable design, test approach and handover to Operations;
- Ability to clearly define statements of work and perform contractors' work supervision;
- Excellent organisational skills. Ability to manage infrastructure related projects, act independently on timely execution of work-plans, resolving arising issues with limited involvement of supervisors and other teams, while maintaining required project timelines and communication standards;
- Ability to analyse technical problems and provide practical solutions taking security considerations into account;
- Being familiar with project management terminology and methodology.
- Excellent communication skills in English, both orally and in writing.
-

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to work well under pressure, both independently and in a team;
- High level of customer-orientation;

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- Ability to establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment;
- High degree of commitment and flexibility.

5. Selection procedure³

The Contracting Authority sets up a Selection Committee which consists of at least three members, one from the Human Resources Unit of Europol, one from the concerned Unit or Department and one designated by the Staff Committee.

For **non-restricted** posts the Contracting Authority may designate up to two additional members to the Selection Committee on a proposal from the Management Board, either from another service of Europol, from outside Europol or from outside the community institutions including Member States.

The Selection Committee determines candidates' suitability for the position by assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the selection procedure. Europol will not be in a position to respond to feedback inquiries received outside this time frame.

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Europol Recruitment Office.

6. Salary

Scale: AD7

The basic monthly salary is EUR **5 568, 11** (step 1) or EUR **5 802, 09** (step 2).

The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules.

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child allowance and education may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical insurance, unemployment and invalidity allowance as well as a pension scheme.

³ Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

Salaries are subject to a community tax but exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement for this position is subject to the successful completion of a probationary period of **9** months. Within this period the successful candidate will have to undergo a post-related security screening.

Europol reserves the right to terminate the contract of employment during or at the end of the probation period in accordance with Article 14 of CEOS.

7.2 Security screening and certificate of good conduct

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct" at the time an offer of employment is made. The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. In case of unfavourable entries in the "Certificate of good conduct" Europol reserves the right not to award an employment contract.

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Job Description. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the probationary period may be cause for termination of employment contract.

The requested level of Security Clearance for this post is EU SECRET.

7.3 Contract of employment

The successful candidate will be recruited as **Temporary Agent AD 7** pursuant to Article 2 (a) of CEOS, for a period of 5 years⁴ (full-time – 40 hours a week).

The contract may be renewed. The place of employment will be The Hague, The Netherlands.

For further information on terms and conditions please consult the EC Staff Regulations which are available on Europol's website www.europol.europa.eu.

8. Data Protection

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to

⁴ For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

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any third party, except for restricted posts in which the application may be transmitted to the National Unit and the respective Liaison Bureau.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal bases for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of two years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of two years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file.

The Head of Administration is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have the right of recourse to the Europol Data Protection Office (Data Protection Office - PO Box 90850, 2509 LW The Hague, The Netherlands) and the Joint Supervisory Body (www.europoljsb.consilium.europa.eu).

9. Additional Information

9.1 Main dates:

Deadline for application:	20 January 2014
Recruitment procedure:	March 2014
Starting date of employment:	as soon as possible

9.2 Selection procedure

Please refer to the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu for further details on the application process and the selection procedure.

9.3 Contact Details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1628.



The Hague, 3 December 2013

Reg. n^o: Europol/2013/TA/AD7/137

VACANCY NOTICE

Name of the Post: Senior Specialist – ICT Infrastructure Engineering Middleware domain (AD7), within the ICT Business Area, ICT Operations Group, Infrastructure Engineering Team at Europol

Reporting to: Senior Specialist in the Infrastructure Engineering Team

1. About Europol

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Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on ground of sex, race colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions and opinions, financial situation, disability, age sexual orientation, marital status or family situation. Applications from female candidates are particularly encouraged. Employment at Europol is open to nationals of the EU Member States. There is no national quota system in operation but Europol is required to strive for a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members.

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2. Background and main purpose of the post

The ICT Business Area has the responsibility for developing and operating high-quality ICT solutions and capabilities supporting the core mission and support processes of Europol. Some 110 internal staff members are responsible for developing, delivering and maintaining information management and communication technology capabilities that ensure enhanced criminal information exchange between Europol Member States.

The main role of the ICT Operations Group is implementation, installation and maintenance of all ICT Infrastructure components for Europol, the Member States and third parties as well as the support of all computerized systems at Europol.

The ICT Operations group also provides a contact point for services regarding technical enquiries of Member States and Europol staff.

The ICT Operations Group is comprised of several functional teams (e.g. Infrastructure Engineering, Infrastructure Operations, Application Operations, IT Operations Center, Service Management and Service Desk) together with an Embedded Security Team that spans across functional teams in a matrix fashion.

The successful candidate will be part of the ICT Operations Group, Infrastructure Engineering Team within the ICT Business Area working as a Senior Specialist - ICT Infrastructure Engineering.

In his/her functional role, (s)he will be in charge of designing and driving implementation of ICT Infrastructure solutions in line with the approved architecture and compliance guidelines. Additionally, the successful candidate will act as a third level support in resolution of ICT Infrastructure incidents and will manage project teams delivering new solutions for Europol.

3. Tasks and responsibilities

The successful applicant will have to carry out the following main duties:

Members of the Infrastructure Engineering team, in their own specific domain area of competence, are in charge of the following tasks:

- Specify technical standards, aligned with the overall Europol Architecture guidelines;
- Actively review Architecture guidelines to ensure manageability and full understanding of technical consequences;
- Specify technical requirements for ICT infrastructure solutions including relevant security controls;
- Create technical design of ICT infrastructure solutions in accordance with solution architecture guidelines and standards, translating high-level solution architectures into concrete designs, procedures and specifications of ICT infrastructure solutions;
- Facilitate installation and configuration activities by ICT operations teams in accordance with engineering designs and specifications, performing trial installation and configuration activities in testing and pre-production environments.

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- Develop and maintain sufficient knowledge about the interdependencies of all infrastructure components deployed in the production environment in order to prevent incidents and problems;
- Participate in multi-disciplinary project teams and ICT development initiatives providing technical advice and support and specifying technical designs of ICT infrastructure solutions in alignment with software application designs, ensuring end-to-end operability and supportability by design, in accordance with ICT operational standards;
- Acting as a third level support, perform technical analysis, investigation, troubleshooting and resolution of incidents or problems affecting the Europol ICT infrastructure;
- Provide support to capacity management activities, recommending changes in ICT infrastructure in order to address capacity demands;
- Liaise with ICT engineering teams in partner organisations, including in particular Europol National Units in Member States, acting as primary point of contact for technical changes affecting the interfaces between external and Europol ICT infrastructure;
- Contribute to ICT-wide technical knowledge management, maintaining up-to-date technical documentation and contributing to the ICT knowledge base;
- Provide technical advice and engineering support to other teams in the ICT Business Area.
- Monitor technology developments maintaining up-to-date knowledge of state-of-the-art solutions;
- Perform any other tasks in the area of competence as assigned by the line management.

The ICT Infrastructure Engineers might also be asked to:

- Specify technical requirements for the procurement of products and/or services related to ICT infrastructure engineering; contribute to procurement activities providing technical specifications and participating in procurement evaluation panels;
- Clearly define statements of work and perform contractors' work supervision; monitor their deliverables and stay abreast of matters requiring escalation.

The Middleware domain in the ICT Infrastructure Engineering team covers the following areas:

- Application platforms and infrastructure, including Java-based and Microsoft .NET;
- Applications and Database Server;
- Integration and messaging services (including both application integration and data integration solutions, message-oriented middleware);
- Security mechanisms, including Identity and Access Management solutions such as Microsoft Active Directory, Firewalls, IDS/IPS, proxy servers;
- Load balancing solutions;

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- Automated deployment solutions.

Specifically, the ICT Infrastructure Engineer in the Middleware domain will maintain an end-to-end deployment overview of ICT solutions at Europol, performing the following specific tasks:

- Prepare deployment specifications, including configuration of ICT infrastructure across different environments (development, testing, pre-production, production);
- Review technical specifications of currently deployed systems to ensure alignment with technical standards;
- Continuously review and optimise middleware configuration to ensure consistency between systems and maximise return on investment;
- Interface with Software Development, Service Management and Applications Operations teams to ensure common understanding of requirements and constraints;
- Support technical testing activities providing engineering advice about relevant test cases and test results.

This position might require participation in a shift system including weekends and nights as well as participation in on-call duty.

4. Requirements

4.1 Eligibility criteria:

a. Candidates must:

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;²
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

b. Candidates must have:

- A level of education which corresponds to completed university studies, preferably in the area of Computer Science or Information Technology attested by a diploma when the normal period of university education is four years or more;

OR

² Prior to appointment the successful candidate will be medically examined by one of the institution's medical officers in order that the institution may be satisfied that the candidate fulfils the requirements of Article 12(2)(d) CEOS

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- A level of education which corresponds to completed university studies, preferably in the area of Computer Science or Information Technology attested by a diploma and appropriate experience of at least one year when the normal period of university education is three years;

In addition to the above at least **6 years** of professional work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- At least 4 years of working experience in large ICT environments, performing Infrastructure and/or Software engineering functions;
- Experience in defining middleware configuration standard based on best practices and ensuring enforcement of both;
- Experience in deploying and tuning large databases based on MS SQL and/or Oracle.
- Experience in maintaining and documenting technical solutions;
- Experience of common information security safeguards;
- Experience in clearly defining statements of work and perform contractors' work supervision.

Desirable:

Experience in implementing and managing application servers and platforms based on vFabric tcServer, JBoss EAP, MS Sharepoint, , Liferay and similar;

- Experience in deploying and tuning advanced search engines;
- Experience in the area of configuration of databases in the context of Business Continuity Management and Disaster Recovery;
- Experience is managing vendors and providers;
- Experience in a multidisciplinary, multicultural, international working environment.

b. Professional knowledge:

Essential:

- Knowledge of multi-tier application concepts;
- Knowledge of Continuous Delivery concept;
- Knowledge of Information Security principles and safeguards;
- Knowledge of infrastructure concepts and technology and their impact on clients and services related to the business;
- Knowledge of the ITIL Framework.
-

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Desirable:

- Knowledge of and experience with Service Oriented Architectures (SOA), Event-Driven Architectures (EDA), Enterprise Application Integration (EAI), Enterprise Service Bus (ESB) products, Business Process Management (BPM) and Workflow products.
- Microsoft certification MSCITP related to MS SQL, MS SharePoint or MS Exchange;
- Understanding of PKI and/or Certificates management and life cycle (SSL, PKI for VPN based systems);
- Intrusion detection & incident monitoring including knowledge of typical attack patterns and signatures as well as well-known DOS, exploits and vulnerabilities;
- Knowledge of MS Systems Centre Operations Manager (SCOM) monitoring solutions;
- ITIL certification;
- Project Management Certification;
- Knowledge scripting languages used for Microsoft and Linux systems deployments;

c. Technical skills and competencies:

Essential:

- Ability to translate market trend into a ICT Infrastructure roadmap in the area of expertise;
- Ability to write structured documentation, translating high level architecture concepts into an implementable design, test approach and handover to Operations;
- Ability to clearly define statements of work and perform contractors' work supervision;
- Excellent organisational skills. Ability to manage infrastructure related projects, act independently on timely execution of work-plans, resolving arising issues with limited involvement of supervisors and other teams, while maintaining required project timelines and communication standards;
- Ability to analyse technical problems and provide practical solutions taking security considerations into account;
- Being familiar with project management terminology and methodology.
- Excellent communication skills in English, both orally and in writing.
-

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to work well under pressure, both independently and in a team;
- High level of customer-orientation;

Europol Public Information

- Ability to establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment;
- High degree of commitment and flexibility.

5. Selection procedure³

The Contracting Authority sets up a Selection Committee which consists of at least three members, one from the Human Resources Unit of Europol, one from the concerned Unit or Department and one designated by the Staff Committee.

For **non-restricted** posts the Contracting Authority may designate up to two additional members to the Selection Committee on a proposal from the Management Board, either from another service of Europol, from outside Europol or from outside the community institutions including Member States.

The Selection Committee determines candidates' suitability for the position by assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the selection procedure. Europol will not be in a position to respond to feedback inquiries received outside this time frame.

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Europol Recruitment Office.

6. Salary

Scale: AD7

The basic monthly salary is EUR **5 568, 11** (step 1) or EUR **5 802, 09** (step 2).

The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules.

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child allowance and education may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical insurance, unemployment and invalidity allowance as well as a pension scheme.

³ Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

Salaries are subject to a community tax but exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement for this position is subject to the successful completion of a probationary period of **9** months. Within this period the successful candidate will have to undergo a post-related security screening.

Europol reserves the right to terminate the contract of employment during or at the end of the probation period in accordance with Article 14 of CEOS.

7.2 Security screening and certificate of good conduct

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct" at the time an offer of employment is made. The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. In case of unfavourable entries in the "Certificate of good conduct" Europol reserves the right not to award an employment contract.

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Job Description. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the probationary period may be cause for termination of employment contract.

The requested level of Security Clearance for this post is EU SECRET.

7.3 Contract of employment

The successful candidate will be recruited as **Temporary Agent AD 7** pursuant to Article 2 (a) of CEOS, for a period of 5 years⁴ (full-time – 40 hours a week).

The contract may be renewed. The place of employment will be The Hague, The Netherlands.

For further information on terms and conditions please consult the EC Staff Regulations which are available on Europol's website www.europol.europa.eu.

8. Data Protection

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to

⁴ For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

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any third party, except for restricted posts in which the application may be transmitted to the National Unit and the respective Liaison Bureau.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal bases for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of two years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of two years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file.

The Head of Administration is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have the right of recourse to the Europol Data Protection Office (Data Protection Office - PO Box 90850, 2509 LW The Hague, The Netherlands) and the Joint Supervisory Body (www.europoljsb.consilium.europa.eu).

9. Additional Information

9.1 Main dates:

Deadline for application: **20 January 2014**
Recruitment procedure: March 2014
Starting date of employment: as soon as possible

9.2 Selection procedure

Please refer to the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu for further details on the application process and the selection procedure.

9.3 Contact Details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1628.