



European Monitoring Centre  
for Drugs and Drug Addiction

## CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

### **N° AST.2007.09 – Information Technology Specialist**

#### **Temporary Agent (M/F) AST3 - 5 Year contract (renewable)**

Applications are invited for drawing up a reserve list for the position above mentioned in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA). The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

For additional information on the EMCDDA please see <http://www.emcdda.europa.eu/>

### **1. Job profile**

#### **1.1. Overall purpose**

The jobholder will be responsible for the deployment and release management of applications, and collaborate to the maintenance of their production versions. The job holder will be recruited to achieve a better functional separation between the ICT applications already in production and new ones, or new versions developed under the responsibility of the ICT Project Office. This will also allow smoother passage from the development to the production phase. The successful candidate will be working within the ICT Project Office.

This post represents a new role within the ICT team. The jobholder will work as an interface between the Project Office and the ICT Operations team.

The jobholder will report to the Head of the Project Office.

#### **1.2. Main duties**

The successful applicant, amongst others, will:

- Contribute to the definition of the method, process and tools required to test and roll-out new applications. The jobholder will work within the ICT Project Office, and will thus be involved in early stages of ICT projects. The jobholder's specific task will be to foresee the projects' impact on the ICT infrastructure architecture and to plan final testing and roll-out to production of EMCDDA applications
- Participate in the validation of new applications and developments in a test environment
- Participate in the definition and implementation of a roll-back and backup strategy for each application

- Document the installation and maintenance tasks to be executed by the operations team
- Carry out and document the back-end preparations for the production versions of applications in a test environment, and help as needed in their execution in the production environment. This involves, for example, work in Oracle database tables, LDAP, or Coldfusion templates
- Specify the scheduled jobs on the application server level necessary for the running of specific applications and follow up, with the system administrators on their implementation
- Define the administration and monitoring tasks associated with the production systems (mostly web-based) on the web application and database server products of the agency
- Define the configurations of application and web servers for the development environment and contribute to the definition of the configuration of application and web servers for the production environment
- Participate in the planning of the evolution of the application and database server platform(s), and preparing, as part of the project team, migration scenarios for applications
- Propose, develop when necessary, and help in testing and implementing methods for monitoring, collection and presentation of server and/or user statistics and application load
- Plan and carry out improvements and prepare best practice advice concerning the development environment and other related support services: source control, bug tracking, etc
- Complement the EMCDDA ICT operations team in maintaining service levels
- Any other tasks assigned by the head of the Unit or of the Project Office

## **2. Job requirements**

### **2.1. Eligibility requirements**

The following requirements shall be met by the deadline for applications:

- A level of education which corresponds to:
  - a. Post-secondary education attested by a diploma

OR

  - b. Secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience after these studies of at least 3 years
- At least 6 years of relevant professional experience after the completion of the above mentioned studies and in addition to the experience required at point b. above
- Be national of one of the Member States of the European Union or Norway
- Have fulfilled any obligations imposed by the applicable laws concerning military service
- Produce the appropriate character references as to the suitability for the performance of the required duties

- Be physically fit to perform his duties<sup>1</sup>
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the required duties

## **2.2. Essential requirements**

Eligible candidates will then be evaluated by assessing the following:

- Experience in programming Unix shell scripts, or C/C++/C#, Java, PHP, or Coldfusion
- Database or especially Oracle and SQL experience
- Experience in the setup, configuration, monitoring and usage of some or all of the Open source packages Apache, Bugzilla, Subversion, CVS, or similar
- Experience in system administration and/or defining software and configuration of systems
- Unix knowledge
- Good analytical and organisational skills with a service- and project-oriented approach
- Special reliability and trustworthiness to reflect the role's importance
- Good planning capability
- Ability to work in a team as well as independently

## **2.3. Advantageous requirements**

Non-compliance with the following requirements is not a condition for exclusion of applicants as they will be taken into account as assets while assessing each application:

- Excellent command of written and spoken English
- A degree in information technology, or a certification in areas of programming, system administration, application server or database administration
- Experience in Coldfusion or Flex
- Experience in administration and monitoring of a J2EE application server, especially SUN JES or JRUN
- Knowledge in Solaris or VMware
- Knowledge in LDAP
- Knowledge in email systems administration
- Knowledge and experience in Business Objects XI
- Knowledge of computer networking
- Knowledge of development methodology or processes, e.g. iterative development

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<sup>1</sup> As a condition for the appointment, the successful candidate shall be medically examined in order that the EMCDDA may be satisfied that he/she fulfils this requirement as foreseen in Article 12(d) of the Conditions of Employment of other Servants of the European Communities.

- Experience of working in a multicultural/multilingual environment
- Further linguistic skills will be considered a distinct asset

### 3. Submission of applications

Interested candidates are invited to present their application to the attention of the EMCCDA Director and send it, quoting the reference number of the call for applications concerned, by delivery mail to the EMCDDA, Human resources management service, c/o Leila Mekkaoui, Rua da Cruz de Santa Apolónia, 23-25, P-1149-045, Lisbon, Portugal.

In order to meet the closing date for submission, application may be sent by fax (to the number: +351 218137013) or by e-mail (to AST.2007.09@emcdda.europa.eu). The original application shall, nevertheless, be transmitted by mail or delivery. Failure to submit the original application will result in the automatic exclusion of the applicant.

Candidates are kindly requested to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of applications, we strongly recommend sending your application by registered mail. Please note that no hand delivered applications will be considered.

The closing date for submission of the applications is: 17/12/2007 at 17h00, Lisbon time (date and hour of postmark, fax or e-mail count).

Each application shall include the following documents:

- A motivation letter, in English or in French (maximum 1 A4 page)
- An application form duly completed in English or French and signed and
- A Curriculum Vitae in English or in French in European format (see <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>)

**N.B.:** All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to EMCDDA during this selection procedure will be kept in EMCDDA's files and will not be returned to applicants. Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to EMCDDA.

Prior to contract signature the successful candidate will be asked to provide original or certified copies proving his/her eligibility.

The EMCDDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation. The EMCDDA actively encourages applications from women.

### 4. Selection procedure

A selection committee is nominated by the Appointing Authority. The selection committee will analyse applications to verify the eligibility of the candidates and assess their compliance with the requirements specified in the concerned call for publication. Failure to comply with one of the eligibility or essential requirements will result in the exclusion of the applicant concerned from the selection procedure.

On this basis the selection committee will select the candidates best matching the referred requirements to be invited for an interview. Interviews will be held by the selection committee and will evaluate the capacities of the candidates, their suitability for the position and the capacity of the candidate to adapt to a multicultural environment. Candidates will be asked to undergo a written test.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact, direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is inspired from Article 6 of Annex III to the Staff Regulations of officials of the European Communities.

Due to the large volume of applications, only candidate selected for interviews will be contacted. Candidates who will not be contacted by the EMCDDA by 31/03/2008 should consider that their application has been unsuccessful.

## **5. Reserve list and engagement**

The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the Appointing Authority of the EMCDDA. On the basis of the adopted reserve list, the Appointing Authority of the EMCDDA may offer a contract of engagement. Candidates shall note that the inclusion in the reserve list does not guarantee recruitment.

Recruitment will be based on availability of vacant posts and budget.

The established reserve list may be used in order to fulfil similar positions within the EMCDDA.

The reserve list will be valid until 31/12/2009 and may be extended by decision of the Appointing Authority of the EMCDDA.

## **6. Conditions of employment**

### **6.1. Legal framework**

A contract offer will be made pursuant the Conditions of employment of other servants of the European Communities, (see [http://europa.eu.int/comm/reform/2002/index\\_en.htm](http://europa.eu.int/comm/reform/2002/index_en.htm)), for a 5 year period, which may be renewed.

The place of employment will be Lisbon, Portugal, where the EMCDDA has its seat.

### **6.2. Pay and welfare benefits**

The jobholder's monthly basic salary in AST3 step 1 will be approximately €3,100. In addition to this basic salary the jobholder may be entitled to various allowances, in particular an expatriation or foreign residence allowance and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, the EMCDDA may also reimburse various expenses incurred on recruitment, notably removal expenses.

The salary of the jobholder is subject to a Community tax deducted at source and is exempt from national tax. The salary package will be affected by a weighting factor and includes the European Community social security and pensions schemes.

### **6.3. Confirmation of engagement and security clearance**

Staff engaged by the EMCDDA is required to serve a probationary period of six months. Successful applicants may be required to undergo a security vetting and clearance procedure.

### **6.4. Declaration of commitment to serve public interest independently**

Staff engaged by the EMCDDA is required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

EMCDDA staff is required to carry out their duties and conduct solely with the interests of the EMCDDA and of the European Community in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside his institution. EMCDDA staff shall carry out the duties assigned to highly objective, impartially and in keeping with the duty of loyalty to the EMCDDA and to the European Community.

EMCDDA contact persons:

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