



## CALL FOR CANDIDATURES: System Engineer

UfM/LP/2020/01

### 1. Subject:

The UfMS is seeking to incorporate System Engineer at its headquarters in Barcelona from an UfM member state. Below is the common job description, detailing the responsibilities and required skills and qualifications.

Job Description – ICT Development Officer – Software Engineer			
<b>Job Title</b>	System Engineer	<b>Reports to</b>	Head of Unit Corporate and Support Services
<b>Division</b>	Legal and Administration Department (Corporate and Support Services)	<b>Staff Category</b> <b>Conditions</b>	Contracted Post Classification: Assistant Gross Salary Range: 36.000€ Contract of 9 months, with a possibility of extensions up to 1 year maximum following performance, applicable regulations and budget appropriations. 1 months' probation period.
<b>SUMMARY</b>			
Working under the supervision of the Head of Unit of the Corporate and Support Services, and with the ICT/CIS Officer, the System Engineer tests operating systems of software's and network distribution software's, enhances and upgrades applications, helps in the development of IT standards and policies, and provides technology support and solutions to meet the needs of the Organization.			
<b>PRIMARY RESPONSIBILITIES</b>			
<u>General responsibilities</u> The System Engineer contributes to various IT projects and policies. These may include: assessment of applications and technology and advising on the equipment or software selection process;  The System Engineer will be involved in systems administration including: general computer support; upgrades; software installations; license management; server set up and management.			



## Specific mission and tasks

### Systems Planning

- Participate in research and recommendation to improve the IT infrastructure of the Organization
- Provide procurement assistance including, researching solutions, researching potential vendors, making recommendations for product purchases
- Test new equipment and applications and provide thorough feedback;
- Proactively schedule software upgrades and patching;
- Participate in providing software and system troubleshooting and support;
- Contribute in installing, maintaining, troubleshoot, and update operating systems and user applications;
- Participate in tracking license and support contracts to include notification of renewal timeframe to management;
- Provide user support and advice in relation to the operation and function of applications and help users to solve hardware, software and network related problems.

### Equipment and Network

- Contribute to the proper functioning of all office technology equipment, including IP telephone system, mobile devices, docking stations, PC, tablets and laptops;
- Support the UfM's communication network infrastructure (routers, switches, telephony switchboard, etc);
- Liaise with the local ISP if required.

### Contact with of Vendor Services

- In close collaboration with ICT/CIS Officer, work with vendors to schedule repairs and maintenance.
- Advice on services with vendors and service providers.
- Other related tasks as assigned by the Deputy Director of Legal and Admin Department.



## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

### ESSENTIAL REQUIREMENTS:

Applications are encouraged from graduates from all UfM member countries with a proven record of the following:

- Bachelor's degree or higher in information technology;
- At least 1 year of experience in general computer support; upgrades; software installations; license management; server set up.
- Excellent knowledge of Windows 7/10, Active Directory and TCP/IP Networks;
- Experience in handling Windows Servers 2016 and related access management control;
- Service minded behavioral competencies;
- Deadline and detail oriented;
- Strong analytical and critical thinking skills;
- Proven ability to deal with discretion with confidential and sensitive dossiers and situations.

### DESIRABLE QUALIFICATIONS

- Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize very diverse political, economic and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments.

## LANGUAGES

**Minimum Requirements:** Excellent level in English and in another UfM working language (French, Spanish or Arabic).

### 2. Submission Date:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**



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Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

### **3. Submission Date:**

Complete applications must be submitted by **12<sup>th</sup> of June 2020 (midnight, European time, GMT+1)**.