

Secretariat

Vacancy Notice No. 1/2019

The Wassenaar Arrangement (WA) is a multilateral entity through which 42 Participating States promote co-operation on export controls for conventional arms and dual-use goods and technologies. It has been granted the status of an international organisation in Austria (for details see WA website, www.wassenaar.org). The WA is now seeking candidates who are nationals of one of the WA Participating States* to fill the following position in its Secretariat in Vienna:

Post Title:	IT Officer (full-time)
Grade:	P2 (UN Salary Scale)
Type of Appointment:	Fixed term (2 year, with a possibility of extension)
Date for Entry on Duty:	As soon as possible
Vacancy Notice Issued:	02 May 2019
Deadline for Applications:	03 June 2019

Duties and Responsibilities:

Under the direct supervision of the Systems Administrator (SA), the incumbent will perform the following duties (as appropriate, on a rotational and shared basis with the Systems Administrator):

1. Administration of all IT operations as regards:

- Providing complete support to, and performing all administrative functions for, an IT infrastructure which includes:
 - Linux - Debian/Ubuntu and basic components (cron, apt, ntp,)
 - LAMP Stack - Apache, MySQL, PHP running on Linux
 - Apache webserver - Reverse Proxy, Logging, Modules, WAF (mod security)
 - PHP, BASH and PowerShell scripts
 - Virtualisation technologies (VMware VCenter, Virtualbox, Docker, Kubernetes)
 - Elasticsearch, Logstash, Kibana (ELK Stack)
 - Windows 2012 servers and Exchange 2013, PKI infrastructure
 - iSCSI, shared storage, Veeam Backup, Synology
 - Cisco managed switches, routers, IPS and firewalls
 - Logging & Monitoring infrastructure (Syslog, Icinga, Nagios, SNMP)

Examples of specific tasks are backup administration, system troubleshooting, performance optimisation, monitoring, security maintenance, user administration and scripting for system administration.

- Maintaining the security of, troubleshooting and administering, CISCO firewalls/routers/switches/IPS, TCP/IP LANs and WAN networks.
- Occasional Helpdesk assistance to remote VPN users and local users (MS Office, printing, PC hardware).
- Identifying and implementing projects to improve the effectiveness of IT functions, including researching new technologies and design and development tasks.
- Updating and maintaining:
 - system technical documentation and procedures;
 - approved content of the WA public website.

* The Participating States of the Wassenaar Arrangement are currently:

Argentina, Australia, Austria, Belgium, Bulgaria, Canada, Croatia, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Ireland, Italy, Japan, Latvia, Lithuania, Luxembourg, Malta, Mexico, the Netherlands, New Zealand, Norway, Poland, Portugal, the Republic of Korea, Romania, the Russian Federation, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom and the United States.

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2. **Technical backup to the SA for all IT operations when the SA is absent.**
3. **Implementation of appropriate IT security policies and practices.**
4. **Participating in planning and implementation of procurement of new IT hardware/software, necessary upgrades and support services/maintenance contracts.**
5. **Technical IT support to WA meetings and meeting delegates, including administering and troubleshooting projection & audio recording infrastructure.**
7. **Other tasks, as assigned by the Head of the Secretariat.**

Required IT Experience and Education:

Significant in-depth knowledge of, and experience with, administering, troubleshooting and supporting Linux servers, Apache web server and MySQL environments, including scripting using PHP and BASH (LAMP stack), are mandatory. Experience and expertise with any of the following would be a significant advantage: CISCO networking and firewall configuration, VMWare virtualised server environments, shared storage server environments, information and IT security.

At least 5 years of proven working experience in the IT field, four of which should be in a systems engineer/systems administration position. A first level university degree in computer science, information systems or related field is expected, but equivalent long-time experience may be accepted. Professional qualifications such as LPIC, RHCSA, RHCE, MSCA/MSCE, CCNA, CCNP, CCNA-Security, CCNP-Security, CEH, OSCP, CompTIA A+, Security+, Network+, Linux+, GIAC certifications, would be an advantage.

Other Essential Skills:

Effective time management and organisational skills, teamwork, an eye for detail, ability to follow instructions & meet deadlines, ability to act proactively and consult as appropriate, patience with end-users, flexibility to handle a wide variety of tasks, ability and willingness to develop new skills and explore new technologies, ability to work in an international environment and with diversity.

Languages:

Spoken and written fluency in English is essential. German is an advantage.

Security Clearance:

This position requires a government security clearance.

Remuneration:

Annual **net** base salary (inclusive of a variable element for post adjustment) starts from EUR 60,000, free of tax in Austria, subject to deductions of contributions to the WA retirement and health insurance schemes. Additional benefits include thirty working days leave per year and, when applicable, spouse and child allowances, education grant, reimbursement of relocation and repatriation expenses, rental subsidy, home leave travel every two years and some other benefits similar to those offered under the United Nations Common System.

Applications:

Applications should be emailed to **secretariat@wassenaar.org** and must include the candidate's detailed curriculum vitae, a completed *WA Personal History Form* (downloadable from <http://www.wassenaar.org>), along with a statement explaining the candidate's capability to meet the above requirements.

Short-listed candidates will be thoroughly tested for the relevant skills.

The WA Secretariat supports the principle of gender equality with regard to employment opportunities.

THE RIGHT IS RESERVED TO UNDERTAKE CORRESPONDENCE
ONLY WITH SHORT-LISTED CANDIDATES.