| Position: | Employment Regime: | Post Category: |
|---|---|---|
| Application and Database Administrator | Seconded/Contracted | Management Level AL-1 |
| **Ref. number:** 157 | **Location:** The Hague, the Netherlands | **Availability:** ASAP |
| **Component/Department/Unit:** Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit | **Security Clearance Level:** EU SECRET or equivalent | **Open to Contributing Third States:** Yes |

**Reporting Line:**

The Application and Database Administrator reports to the Software Manager.

**Main Tasks and Responsibilities:**

- To support the Software Manager in ensuring the correct functioning and health of applications and databases;
- To support the delivery of application and database administration services to the Software Support Team, the Court Management System and the rest of the organization;
- To administer MS SQL databases;
- To administer applications and integration services;
- To assist in projects involving feasibility studies, systems analysis, design, development and implementation of new components of the system, which can include system development;
- To collaborate with IT Services, IT Operations, Information Management, Business Units and external partners to devise effective solutions;
- To develop detailed system and other functional specifications and user documentation for major systems;
- To organize and perform unit and integrated testing, designing and utilizing test bases and to assist users in acceptance testing;
- In collaboration with the business, IT Services and IT Operations, to create, update and maintain the user, administrative and technical documentation of the applications, systems and underlying databases of the organization;
- To research, analyse and evaluate new technologies and make recommendations for their deployment;
- To undertake any other related tasks as requested by the Line Managers.

**Essential Qualifications and Experience:**

- A level of secondary education attested by a diploma.

AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience
- At least five (5) years of experience in software development and support, with technical training in software development, database administration and application management;
- Extensive administrative experience in managing MS SQL Servers and MS SQL databases;
- Development experience in C++ or C#, and ASP.net;
- Effective time management skills, including ability to prioritize and manage a high workload on occasions;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people from different national and/or cultural backgrounds.

Desirable
- Certifications in database administration relates skills such as MS SQL Server;
- Certifications in software development related skills such as Java, C++, C#, XML, HTML, CSS, SQL, object orientated programming, business process modeling;
- ITIL Certification;
- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU and in particular CSDP missions.