

Position: Communication and Information Systems (CIS) Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 512	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Administrative Operations Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Communications and Information Systems (CIS) Officer reports to the Deputy Specialist Prosecutor through the Senior Communication and Information Systems (CIS) Officer.

Main Tasks and Responsibilities:

- To support the sensitive and open operations and activities of the SPO by delivering appropriate CIS services;
- To ensure that SPO data and CIS services are fulfilling Information Assurance principles (confidentiality, integrity, availability, non-repudiation and authenticity) through measures, including:
 - ensuring the servicing and maintenance of CIS equipment and software,
 - hardening (securing) of systems,
 - complying with relevant protocols and regulations;
- To provide CIS support and training to SPO staff members;
- To draft reports, operating instructions, guidelines and procedures within the CIS field;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree.

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Information Technology or other related university studies;
- Relevant up-to-date experience in the management of Microsoft Enterprise Environment;
- Relevant experience and knowledge of networking and communications equipment;
- Knowledge and/or experience in developing internal IT management and communication systems, processes and policies;
- Very good team working skills;
- Demonstrated ability to build trust and working with people from different national and/or cultural backgrounds;
- Tact, accuracy and discretion in handling sensitive and confidential information;

Desirable

- Experience managing IT operations in a highly secure setting;

- Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- Experience managing CIS operations in a highly secure setting;
- Experience managing CIS systems in judicial settings;
- Experience managing ZyLAB systems, Casemap, dtSearch, Hyper-V;
- Substantial knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.