



European Centre for Medium-Range Weather Forecasts

# VACANCY NOTICE

Date of Issue: 26 January 2010

- FUNCTION:** **Systems Analyst in the Server and Desktop Section**
- GRADE:** A2, according to the scales of the Co-ordinated Organisations.
- REFERENCE NO:** AP10-04
- LOCATION:** ECMWF Headquarters at Shinfield Park, near Reading, Berkshire, United Kingdom.
- ENVIRONMENT:** The European Centre for Medium-Range Weather Forecasts (ECMWF) is an international organisation supported by 31 States\*. Its prime objectives are the operational production of analyses, medium-range forecasts of weather and ocean waves and seasonal forecasts as well as scientific and technical research directed to the improvement of these forecasts. ECMWF operates a large computing facility including supercomputers, data archiving systems and networks. For details see:

[www.ecmwf.int/services/computing/overview](http://www.ecmwf.int/services/computing/overview)

This post is in the Servers and Desktops Section of the Computer Division.

- MAIN DUTIES:** The main duties will include:
- system administration of
    - Windows systems: both servers and desktops/laptops;
    - Unix/Linux systems - desktops, general purpose servers, file servers, print servers, email servers etc.;
  - resolving problems users encounter with desktop PCs, laptops, servers and associated services;
  - participating in the provision of a 24 hour call-out support service.

**QUALIFICATIONS:** A university education to degree standard or equivalent is required, coupled with at least two years of relevant professional experience. The successful candidate should have experience in system administration and supporting users preferably in a heterogeneous environment, with strong skills in centralised administration of Microsoft Windows systems and applications using system management tools.

In addition, experience in or knowledge of some of the following technologies is a distinct advantage: Active Directory, XML, SQL, VMware or other virtualisation systems, Linux, Unix systems, shell scripting, Perl, LDAP.

The successful candidate should be proactive and have good analytical skills; excellent interpersonal skills are essential for this position, which involves direct interaction with users to both understand the problems they experience and explain to them how to use the systems successfully. He or she should have a high level of professional skills, but in acknowledging the diverse nature of the work, ECMWF will provide training where necessary.

ECMWF, Shinfield Park, Reading, Berkshire RG2 9AX, England.

Telephone: UK (0118) 949 9000, International (+44 118) 949 9000, Fax: (0118) 986 9450, Web: [www.ecmwf.int](http://www.ecmwf.int)

## AP10-04

Staff are normally recruited from among the nationals of the following Member and Co-operating States: Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, the Netherlands, Norway, Portugal, Romania, Spain, Serbia, Slovakia, Slovenia, Sweden, Switzerland, Turkey, United Kingdom.

The working languages of ECMWF are English, French and German; fluency in English is essential.

- REMUNERATION:** For Grade **A2**: within the range of **£3,795.24 to £5,069.79** basic salary per month **net of tax**.
- In principle, a staff member will be engaged at the lowest step of the lower grade of the post for which he or she is selected.
- A deduction is made from the basic salary for the Pension Scheme and for Partial Invalidity (currently 8.8% for the Pension Scheme and 0.2% for Partial Invalidity). A further 1.42% of basic salary and related allowances is currently deducted for the ECMWF Supplementary Health Insurance Scheme.
- Where applicable: household allowance of 6% of basic salary; children's allowance of £214.41 per child per month; expatriation allowance of 14% or 18% of basic salary for expatriates; education allowance for children of expatriates is added.
- STARTING DATE:** As soon as possible.
- LENGTH OF CONTRACT:** Maximum of four years for initial contract, with the possibility of renewal.
- APPLICATIONS:** Application forms can be downloaded from ECMWF's website:  
**[www.ecmwf.int/newsevents/employment/en/](http://www.ecmwf.int/newsevents/employment/en/)**
- CLOSING DATE:** Completed applications for this post must reach the Personnel Section of the European Centre for Medium-Range Weather Forecasts at the above address not later than **23 March 2010**.

\* *The ECMWF Member States are: Belgium, Denmark, Germany, Greece, Spain, France, Ireland, Italy, Luxembourg, the Netherlands, Norway, Austria, Portugal, Switzerland, Finland, Sweden, Turkey and the United Kingdom.*

*The ECMWF Co-operating States are: Czech Republic, Montenegro, Estonia, Iceland, Croatia, Latvia, Lithuania, Hungary, Morocco, Romania, Serbia, Slovenia and Slovakia.*