



EUROJUST

European Union Agency for Criminal Justice Cooperation

P.O. Box 16183 – 2500 BD The Hague • The Netherlands

VACANCY NOTICE

Reference: 26/EJ/02

ICT Application System Administrator AD 5

Deadline for applications:	27/05/2026 at 11:59:59 CET
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent AD 5 Up to five years, with possibility of renewal
Security clearance level:	EU Secret
Monthly basic salary:	€ 6 152.64

About Eurojust

Eurojust is the European Union Agency for Criminal Justice Cooperation. Through its unique expertise, Eurojust supports, strengthens and improves the coordination of investigations and prosecutions among the competent judicial authorities of EU Member States in the fight against serious and organised cross-border crime.

Eurojust is facing considerable change, including the adoption of a new EU Regulation governing Eurojust and a rising caseload.

Eurojust seeks to recruit dynamic, flexible, highly qualified staff to support its mission and further enhancement of the digitalisation of justice information systems.

More information on the mission and mandate of Eurojust is available on its website: www.eurojust.europa.eu

The position

Eurojust is launching a selection procedure to establish a reserve list for the profile of **ICT Application System Administrator**.

Reporting to the Head of Information Management Unit, the ICT Application System Administrator will provide third line support to ICT technical services at Eurojust to ensure the engineering & maintenance of all Enterprise ICT Applications and related infrastructure. The ICT Administrator will coordinate technical implementation activities and external contracts/contractors as required.



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Key accountabilities

- Act as Application Domain Administrator for MS Enterprise Applications (such as MS Active Directory/MS Exchange/MS SharePoint/MS SQL Server/MS Dynamics 365) in carrying out ICT Operations activities;
- Execute Enterprise Application deployments with Azure Dev Ops (ADO) Server;
- Prepare, design, review, implement and operate application components of existing and new ICT solutions independently or under the scope of ICT Projects;
- Propose the design and management of the ICT application solution;
- Implement ICT Security, Privacy Policies and Data Protection Rules requirements as aligned with the relevant stakeholders;
- Execute remediation actions on incidents assigned to ICT Operations;
- Develop and maintain sufficient knowledge about the interdependencies of all infrastructure components deployed in the production environment in order to be effective at identifying and diagnosing incidents;
- Develop procedures for recurring system administration activities and provide and update installation, technical support and maintenance documentation as required;
- Draft and define changes and improvements to existing or new policies or procedures;
- Prepare and contribute to the validation of project/change management deliverables for compliance with the specifications;
- Contribute to the communication and stakeholders' involvement during the lifecycle of ICT products;
- Identify and manage risks, in collaboration with relevant stakeholders;
- Coordinate ICT operations (consisting of on-site consultants and off-site consultants) and technical activities, as relevant;
- Contribute to the process of ordering ICT network or infrastructure equipment and consultancy required for ICT Operations work;
- Participate in stand-by duty rota and carry out the required maintenance on the deployed IT, network and server infrastructures; and
- Perform any other duties required by the job.

Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

1. General requirements



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The applicant must:

- Be a national of one of the Member States of the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to their suitability for the performance of their duties¹;
- Be physically fit to perform their duties; and
- Have a thorough knowledge (C1) of one of the languages of the European Union² and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of their duties.

2. Minimum qualifications and professional experience

A level of education which corresponds to completed university studies of at least **3 years** attested by a diploma.

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration.

If your diploma was issued outside the EU, you must provide a certificate of equivalency from an EU Member State to recruitment@eurojust.europa.eu in case you are invited to proceed further in the selection process.

If you do not provide this certificate when requested, Eurojust will not be able to assess your eligibility. More information is available [here](#).

Selection process

1. Shortlisting

The Selection Board will assess all eligible applications on the basis of the following criteria:

Required experience and knowledge

- Proven professional experience of at least 3 years in comparable tasks to those listed under “Key accountabilities”. In particular, the Selection Board will assess the range of duties covered, the type and level of work done and its relevance to the vacancy;

¹ Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

² The 24 official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.



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- Proven professional experience in engineering and supporting on premise enterprise applications such as, but not limited to: MS Active Directory, MS Exchange, MS SharePoint, MS Dynamics 365 and MS SQL Server; and
- Proven professional experience in securing MS Enterprise Applications to include MS Active Directory (with ADFS) and Microsoft Entra ID, in on-premises and hybrid environments.

Advantageous

- Proven professional experience in managing Secure Development Lifecycle (SDLC) Toolchains related to Azure Dev Ops (ADO Server): for example Git/SonarQube/Fortify/OWASP Dependency Check Plugins etc;
- IT Domain Expert certification/s (in for example, Microsoft Enterprise Applications), Relevant Security Certifications (for example CEH/CISSP, MS Security Certifications etc.); and
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The Selection Board will score applications against the above criteria. The academic and professional qualifications, required experience and knowledge considered as requirements or advantageous must be described as precisely as possible in your application.

2. Interview and written test

Following this assessment, the highest-ranking candidates will be invited for an interview and written test, during which the following competencies will be evaluated:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks listed under “Key accountabilities”;
- Strong analytical and problem-solving aptitudes;
- Ability to work cooperatively in multi-disciplinary teams;
- Adaptability and flexibility, with the ability to work under pressure;
- Customer service orientation;
- Solid planning and organisational skills with an ability to multi-task;
- Strong focus on delivering results and goal oriented;
- Excellent communication and interpersonal skills, including good command of spoken and written English, the working language of Eurojust.

Applicants invited to the interview must be able to provide copies of all the supporting documents concerning their educational qualifications and employment record. Following the (online) interview and written test, the Selection Board will make a proposal to the Administrative Director on the establishment of a reserve list of suitable candidates, which will be valid until the end of the year in which it will be established, plus two more years. Inclusion in the reserve list does not guarantee recruitment.

If you consider yourself to have a physical, mental, intellectual or sensory disability, including any medical conditions that may require special adjustments to the recruitment process (e.g. written test, interview), please indicate any adjustments or arrangements needed to



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recruitment@eurojust.europa.eu. In light of Eurojust's commitment to equal treatment each request will be assessed on a case by case basis.

Submission of applications

You must submit your application through [eRecruitment](#). Eurojust does not accept applications submitted by any other means.

All sections of the application must be completed in English. In order to be considered, applications must be received by 11:59:59 CET on the closing date. We advise you to submit your application well ahead of the deadline, in order to avoid potential problems due to heavy traffic on the website.

Please consult the [Applicant Guidelines](#) for instructions on completing your application.

Once you have successfully submitted your application online, you will receive an automatic email acknowledging receipt of your application. Please note that all correspondence will take place by email, so please ensure that the email address associated with your applicant account is correct and that you check your email regularly.

Eurojust applies a policy of equal opportunity and non-discrimination³ and is dedicated to recruit, develop and retain a diverse workforce. Employment at Eurojust is open to nationals of EU Member States. There is no nationality quota system, but Eurojust strives to recruit a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members. To further enhance the diversity of its workforce, we encourage the application of female candidates for this position, as they are currently under-represented.

Information about selection procedures at Eurojust and application guidelines can be found here: <http://www.eurojust.europa.eu/careers/Pages/recruitment-process.aspx>

Request for review and appeal process

If an applicant is found ineligible, or is not invited for an interview, they may submit a request for review to the Selection Board within 10 calendar days of the notification of the decision, quoting the reference number of the vacancy.

Candidates may submit an administrative complaint under Article 90(2) of the Staff Regulations addressed to the Appointing Authority at Eurojust where the rules governing the selection procedure have been infringed. Please note that the Appointing Authority of Eurojust cannot overturn a value judgment made by a Selection Board.

Candidates in a selection procedure may also submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of

³ Article 1(d) of [EU Staff Regulations of Officials of the European Union and CEOS](#)



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the Staff Regulations, within 3 months of the date of the notification of the decision or of outcome of the complaint. More details can be found [here](#).

Applicants are reminded that the work of the Selection Board is confidential. It is forbidden for applicants to make direct or indirect contact with the members of the Selection Board, or for anyone to do so on their behalf.

Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the temporary staff pursuant to Article 2(f) of the *Conditions of employment of other servants of the European Union*, for a period of **up to five years**. The contract may be renewed.

Temporary staff are required to serve a probationary period of **nine** months.

For further information on contractual and working conditions, please refer to the [EU Staff Regulations of Officials of the European Union and CEOs](#).

The required level of security clearance for this post is EU Secret.

Protection of personal data

Eurojust will ensure that applicants' personal data are processed as defined in Regulation (EU) 2018/1725 of 23 October 2018 and the data protection rules of Eurojust. More information on how Eurojust processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).