

## VACANCY NOTICE

### Headquarters Building Systems Technician

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member and Cooperating States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom).

EUMETSAT is now inviting well qualified candidates from its Member States to apply for the following post:

**POST:** Headquarters Building Systems Technician

**LOCATION:** Darmstadt, Germany

**DURATION  
OF INITIAL  
CONTRACT:**

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

**BACKGROUND:** Within the General Services Division, the Headquarters building systems technician supports the maintenance of the EUMETSAT Headquarters Buildings, their facilities, infrastructure and services. This includes direct coordination and supervision of providers of maintenance services, performance of infrastructure testing and technical inspections, and hands-on activities in the area of technical building infrastructure. He/she participates in the activities of the stand-by and call-out team of the Division.

**DUTIES:**

The main duties will be as follows:

- Support the maintenance of the EUMETSAT technical building infrastructure;
- Supervise and coordinate technical service providers for maintenance and installation activities;
- Perform regular technical inspections at EUMETSAT's building infrastructure including recording of anomalies and follow-up their processing;
- Perform regular functional checks of technical building infrastructure such as monthly sprinkler test, diesel generator exercises etc.;
- Perform small installation works and repairs, resolve and follow-up trouble tickets related to technical infrastructure received via service desk;
- Prepare small procurements;
- Support the Facility Management documentation activities;
- Participate in the General Services Division Facility Management stand-by and call out team.

**QUALIFICATIONS:**

- Professional qualification and experience as electrician or mechatronic technician.
- Experience in facility management related business.

**SKILLS AND EXPERIENCE:**

- A minimum of five-year experience in the above listed areas of activity in an environment where an ISO 9001-certified management system is in use and where work activities are documented in the form of working practices and procedures;
- Experience and skills in administrative/technical support;
- Capacity to work independently;
- Computer skills and, in particular, a good knowledge of MS Office, Outlook, CAD Software (Autocad) and CAFM systems;
- Knowledge of occupational health & safety, security and fire prevention;
- Good knowledge of both written and spoken English and German.

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French.

**CLOSING DATE: 09 May 2018**

Interviews are tentatively scheduled for week 24/2018.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)08) at**

**[www.eumetsat.int](http://www.eumetsat.int)**

This post is graded B3/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 3,625 per month (net of internal tax) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

**EUMETSAT is committed to providing an equal opportunities work environment for men and women.**

**Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT. EUMETSAT does not operate a nationality quota system but, in recruiting Staff members, the geographical distribution will be taken into account.**