

## VACANCY NOTICE

### Programme Management Support and Coordination Engineer

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:** Programme Management Support and Coordination Engineer

**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:** EUMETSAT is developing the Second Generation of its Polar System (EPS-SG) to monitor weather, the environment and climate from the mid-morning polar orbit over a period of 21 years. The EPS-SG system is based on three successive pairs of Metop-SG satellites equipped with complementary instruments, the first of which is planned to be launched in 2021/2023. Each pair of satellites will embark a total of eleven instruments.

The EPS-SG space segment includes the six Metop-SG satellites, developed and procured by ESA through a cooperation agreement, equipped with instruments developed through cooperation agreements with ESA, CNES and DLR. EUMETSAT is the system authority for the development of the end-to-end system, develops the full ground segment and procure all launch services, and will be responsible for operations of the overall system.

Reporting directly to the EPS-SG Programme Manager, the holder of the post will provide programme management and coordination support across all programme activities, including cooperation with development partners.

**DUTIES:**

The main duties will be as follows:

- Support the EPS-SG Programme Manager in day-to-day management activities;
- Prepare, maintain and support the analysis of key performance indicators and programme management dashboards;
- Generate and maintain a register of issues relevant for the programme and address any criticalities;
- Regularly review and analyse the programme schedule(s), status of deliverables and identify any issues for action or resolution;
- Participate and support internal management meetings across the programme, record actions from these meetings and follow up these actions and reporting any criticalities to the programme manager;
- Prepare draft agenda, support the preparation, attend as appropriate and record the outcomes of management meetings involving EUMETSAT, ESA, CNES, DLR, NOAA or industry;
- Support the risk management process by regularly and proactively analysing and following up programme relevant risks;
- Monitor and analyse critical changes affecting the programme baseline(s);
- Support the preparation of documents and presentations for EUMETSAT Management and Council meetings.

**QUALIFICATIONS:**

- University degree in a relevant discipline (e.g. Engineering);

**SKILLS AND EXPERIENCE:**

- Experience of management support tasks, e.g. quality assurance or project control support in space projects, preferably in a collaborative projects involving complex cooperation across several partners;

- Knowledge of quality assurance processes and procedures;
- Proven ability to perform management support tasks with minimum supervision and interactions with teams;
- Proven ability to analyse complex issues and to synthesise matters in a concise way to present them;
- Excellent interpersonal and communication skills with ability to influence with a pro-active and assertive approach;
- Good computing skills with a familiarity with Microsoft Office software.

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: 12 May 2018**

Interviews are tentatively scheduled for week 25/2018.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)21) at**

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

This post is graded A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,443.81 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.**