

## **VACANCY NOTICE**

### **Security and Facility Services Manager**

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:** Security and Facility Services Manager

**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 (GES), providing Facility Management (FM) Services for the smooth running of the EUMETSAT Headquarters Buildings and their facilities, the Security and Facility Services Manager will lead the team responsible for the management of all site security aspects and the provision of general facility services, including the implementation of the Occupational Health & Safety Policy and the EUMETSAT Site Security Policy.

**DUTIES:**

The main duties will be as follows:

- Manage the Security and Facility Services Team and develop its skills and know-how;
- As the site security responsible within the EUMETSAT Information Security Management System (ISMS):
  - Support the development of the EUMETSAT Site Security Policy;
  - Develop and implement processes and procedures;
  - Manage the related service contracts (e.g. security, reception);
  - Manage day-to-day interactions with local authorities;
- Implement EUMETSAT's Occupational Health & Safety policies, processes and procedures;
- Organise and manage contracts for site support services, e.g. canteen, catering, cleaning, caretaker, etc;
- Assess accommodation needs for offices and technical equipment, establish plans and manage all accommodation-related matters;
- Manage the organisation of on-site events, including related infrastructure and catering;
- Plan the financial and HR resources necessary for all above activities.

**QUALIFICATIONS:**

- University degree in Facility Management, Business Administration or another relevant discipline;
- Certified knowledge in the field of Security and Health and Safety.

**SKILLS AND EXPERIENCE:**

- Experience in a facility management position in the environment of an ISO 9001-certified management system;
- Experience with an implemented ISO 27001 Information Security Management System would be advantageous;
- Experience in the management of services performed by external contractors;
- Knowledge of occupational health & safety regulations, security and fire prevention concepts;
- Strong interpersonal and leadership skills with experience in team management;
- Strong analysis, synthesis, communication and presentation skills;
- Computer skills, in particular, a good knowledge of MS Office and Outlook;
- Good knowledge of English and German (written and spoken).

The official languages of EUMETSAT are English and French. In view of the interactions with local authorities and suppliers required by the role, the candidates must be able to work effectively in English and German.

**CLOSING DATE: 05 July 2018**

Interviews are tentatively scheduled for week 33/2018.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)24) 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 5,433 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.**