

VACANCY NOTICE

Secretary/Administrative Assistant

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.

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: Secretary/Administrative Assistant

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: Reporting to the Head of Human Resources (HR), the Secretary/Administrative Assistant provides administrative and secretarial support to the Head of Division and the HR Division.

DUTIES: The main duties of the post will be to:

- Organise and maintain HR divisional files;
- Distribute and register incoming and outgoing mail;
- Prepare and follow up on correspondence on behalf of the Head of the Division;
- Assist in preparing and processing EUMETSAT documents for delegate body meetings and other international correspondence;

- Be responsible for the proper use of the document management system within the Division;
- Organise internal and external meetings;
- Establish and maintain a divisional absence calendar;
- Coordinate activities with other Departments/Divisions;
- Monitor and follow up on human resources action items;
- Make divisional travel arrangements;
- Deal with telephone inquiries and act as a focal point of contact for the HR Division;
- Provide support in general HR related administrative matters.

QUALIFICATIONS:

- Full secondary education.
- Recognised secretarial or administrative qualification.

SKILLS AND EXPERIENCE:

- Secretarial experience of several years in a multi-lingual environment, preferably gained in Human Resources;
- Excellent interpersonal skills with the ability to communicate effectively with international staff on all levels;
- A strong sense for team working and customer service;
- Excellent typing skills and a good knowledge of MS Word, Excel and PowerPoint;
- A strong sense of diplomacy and the ability to deal with confidential and sensitive information;
- Good attention to details and the ability to keep track of multiple priorities;
- Experience in using an ERP system (preferably SAP) would be an advantage;

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have a working knowledge of French. For this post, knowledge of German is also required.

CLOSING DATE: 16 August 2018

Interviews are tentatively scheduled for week 38/2018.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)44) at

www.eumetsat.int

This post is graded B2/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 3288 per month (net of internal tax) which may be negotiable on the basis of skills and experience. The salary scale provides for regular increments, 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.