

## VACANCY NOTICE

### User Training Administrator

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 provides 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:** User Training Administrator

**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's training activities support the users to make best use of satellite data in operational and research activities. The primary focus of EUMETSAT's user training activities are our Member States. We also work with partners in Africa, Latin America and the Middle East.

Reporting to the Training Manager in the User Support and Climate Services Division, the User Training Administrator actively contributes to the success of external training events organised, co-organised and/or sponsored by EUMETSAT, by providing administrative support.

**DUTIES:**

The main duties of the post will be to:

- Provide administrative and logistical support for the training events organised and co-organised by EUMETSAT (procurement, travel, accommodation, promotional items, local support ...);
- Support sponsored participants attending training events and conferences;
- Provide first line support to trainers and participants on e-learning tools (e.g. Moodle, WebEx);
- Maintain and continuously improve the training administration processes, documentation and tools;
- Support the evaluation of training events;
- Support training budget preparation, as well as monitoring, controlling, and reporting on training budget implementation.

**QUALIFICATIONS:**

- Full secondary education is required;
- A formal qualification in Training Administration or a comparable formal qualification is highly desirable.

**SKILLS AND EXPERIENCE:**

- Proven administration experience, ideally related to training, with strong organizational skills and an understanding of budgeting;
- Experience of organising meetings, including travel, remotely and in non-European locations;
- Excellent communication skills in written and spoken English, and demonstrable service orientation;
- Experience of supporting online training events and courses and of using learning technologies would be an advantage;
- Proficiency in using MS office software with proven experience in using MS Excel for monitoring and reporting expenditure;
- Experience of an ERP software (such as 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 some knowledge of French.

**CLOSING DATE: 20 September 2018**

Interviews are tentatively scheduled for week 41/2018.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)48) at**

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

This post is graded B2/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 3,288 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.**