

VACANCY NOTICE

Personal Assistant to the Director of Operations and Services to Users

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 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: Personal Assistant to the Director of Operations and Services to Users

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: The Operations and Services to Users (OPS) Department is responsible for exploiting EUMETSAT's operational satellite systems and delivering agreed data, products and support services.

The Personal Assistant (PA) to the Director of the Department (D/OPS) will provide direct secretarial/administrative assistance to the Director and manage, coordinate and supervise the secretarial/administrative services provided to the four managers reporting to him.

DUTIES:

The main duties will be as follows:

- Provide direct secretarial/administrative assistance to the Director of the OPS department, including drafting of correspondence, minutes of administrative meetings and other documents, and preparations of missions and meetings;
- With support from the OPS department secretary/administrative assistant, manage, coordinate and supervise secretarial/administrative services provided to the OPS Department management (three heads of division and the Copernicus Programme Office Manager), including correspondence, travel management, and office accommodation;
- Maintain the departmental working practices for secretarial/administrative support; Track and follow up progress of cross-organizational actions involving the OPS department;
- Organize or supervise the organization of regular high-level international meetings and conferences including preparation of meeting and post-meeting documentation;
- Monitor and control the departmental budgets for travel, representation expenses and social events;
- Supervise the OPS Department secretary/administrative assistant;
- Maintain and update the OPS Department intranet pages;
- Support the coordination of secretarial/administrative assistance across the five departments of EUMETSAT.

QUALIFICATIONS:

A full secondary education and/or secretarial education or equivalent professional qualification is required.

SKILLS AND EXPERIENCE:

- Proven secretarial and administrative experience in a multi-lingual and complex environment, including drafting of correspondence in English;
- Experience in organizing large or complex meetings or other events;
- Experience of managing budgets;
- Proven ability to deliver high quality outputs within deadlines;
- Experience of people management experience would be an advantage;
- Demonstrated service-orientation and autonomy;

- Excellent skills in typing and using MS Office suite (i.e. Word, Excel, and PowerPoint) and document management tools; experience of using an action management tool (e.g. JIRA) would be an advantage;
- Very good communication and team-working skills with ability to interact effectively at all levels of the organisation with tact and diplomacy.

The official languages of EUMETSAT are English and French. Candidates should be fluent in English, and have a good knowledge of French. Interviews will be conducted in English. A good knowledge of German will be an advantage.

CLOSING DATE: 10 September 2018

Interviews are tentatively scheduled for week 44/2018.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)53) at

www.eumetsat.int

This post is graded B4/B6 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 4,287 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.