

## 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:** Within the Strategy, Communications and International Relations (SCIR) Division, the Secretary / Administrative Assistant will provide administrative and secretarial support to the Head of Division as well as to the wider division.

**DUTIES:** The main duties will be to:

- Perform secretarial tasks such as drafting correspondence, handling of incoming and outgoing mail, filing, updating of contact databases, organising tele- and videoconferences;
- Act as Document Management Responsible in the context of the online Document Management System;

- Provide administrative and logistical support to SCIR staff for preparing meetings, workshops and visits of VIPs to the EUMETSAT headquarters;
- Take care of travel arrangements for SCIR staff and external travellers (mission preparation, visa support, accommodation etc.) as well as monitoring and reporting on SCIR travel budget implementation;
- Support the high-level international meetings and conferences organised by SCIR and their preparation, e.g. the EUMETSAT African User Forum and meetings of the Coordination Group for Meteorological Satellites (CGMS), including liaison with international partners/hosts, local suppliers, participants and creation and update of meeting websites, registration and abstract submission pages with the support of graphic design experts;
- Regular updates of intranet contents under the responsibility of the SCIR Division.

### **QUALIFICATIONS:**

Full secondary education is required.

### **SKILLS AND EXPERIENCE:**

- Proven secretarial / administrative experience in a multi-lingual and international environment;
- Experience in the organisation of events and conferences involving international participants;
- Experience in organising complex travel arrangements;
- Good knowledge of Microsoft Office Applications such as Word, Excel, PowerPoint and Access;
- Experience in using an ERP system (preferably SAP) and with standard website management tool would be an advantage;
- Good interpersonal skills and sense of diplomacy;

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. Knowledge of German would also be advantageous.

**CLOSING DATE: 16 October 2018**

Interviews are tentatively scheduled for week 47/2018.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)64) 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 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.**