

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 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: 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 Legal Affairs Division (LAD), the Secretary / Administrative Assistant provides administrative and secretarial support to the Head of Division and the Legal Affairs Division.

DUTIES:

The main duties will be as follows:

- Manage the flow of paperwork for the LAD division,, in particular documents relating to internal and external meetings;
- Prepare and follow up on correspondence;
- Be responsible for the proper use of the documentation management system;
- Organise meetings of the Data Policy Group (DPG) composed of representatives of Member States and act as meeting Secretary;
- Provide secretarial support for other international meetings;
- Support the initiation of divisional procurements as well as budget preparation and its implementation within SAP;
- Make divisional travel arrangements;
- Maintain the electronic legal archive, the registry of EUMETSAT spacecraft and the LAD divisional pages in the intranet;
- Establish and maintain the divisional filing system, both electronically and in hard copy;
- Maintain LAD entries in the Central Address Database.

QUALIFICATIONS:

- Full secondary education is required, together with a secretarial qualification.

SKILLS AND EXPERIENCE:

- Proven secretarial experience in a multi-lingual and/or international environment;
- Experience in the use of MS Office applications, an electronic documentation management system and SAP;
- Ability to communicate effectively with international staff on all levels;
- Strong support and user orientation;
- Proactive attitude and strong sense of team working.

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: 15 June 2018

Interviews are tentatively scheduled for week 28/2018.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)41) at

www.eumetsat.int

This post is graded B2/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 3,190 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.