

## VACANCY NOTICE

### **Secretary / Administrative Assistants**

### **Two Positions**

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.

From 2016 onwards, EUMETSAT will also operate the Copernicus Sentinel -3, -4, -5 and -6 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 Assistants (two positions)

**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:** Under the supervision of the Personal Assistant (PA) to the Director of the Technical and Scientific Support Department (TSS), the Secretary / Administrative Assistants will provide administrative and secretarial support within the TSS Secretariat.

**DUTIES:**

The main duties of the posts will be as follows:

- Carrying out secretarial tasks such as typing, filing, registering incoming and outgoing correspondence in the Documentation Management System, dealing with incoming and outgoing mail, scheduling appointments and following up on actions;
- Making travel arrangements both for staff members of TSS as well as for external collaborators;
- Supporting the correct documentation management preparation and handling in TSS;
- Preparing international and routine correspondence;
- Dealing with external telephone enquiries and with administrative enquiries from other Divisions/Departments;
- Preparing and ensuring the smooth running of in-house and off-site meetings and workshops;
- Supporting the monitoring of TSS related budget articles (e.g. travel costs);
- Replacing colleagues in the TSS secretariat during periods of absence as required.

In addition to the above tasks, one of the two positions, being at higher level, will include the following duties:

- Act as Deputy for the TSS/PA;
- Provide support to the TSS/PA for administrative tasks such as the maintenance of the TSS Intranet pages, coordination of actions and deliverables, maintenance of TSS organisational documents and preparation of briefings.

**QUALIFICATIONS:**

- Full secondary education or equivalent professional experience.

**SKILLS AND EXPERIENCE:**

- Proven secretarial experience in a busy multi-lingual/cultural environment;
- Excellent typing skills;
- Methodical approach with excellent attention to detail;
- Good experience in using PC-based systems, with high proficiency in the MS Office tools package (in particular of Word, Excel, and PowerPoint);
- Experience in using Documentation Management Systems;
- Experience with figures would be an asset;
- Previous experience in an International Organisation would be an asset;

- Evidence of success as a teamworker;
- For the position of Deputy to TSS/PA, experience in interfacing with senior officials, organisation of meetings, workshops and other events, as well as supervisory experience 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 these positions, knowledge of German would also be an asset.

**CLOSING DATE: 21 September 2015**

Interviews are tentatively scheduled for week 45/2015.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(15)30) at**

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

The posts are graded B2/B4 and B3/B4 respectively on the EUMETSAT salary scales. The minimum basic salaries for these posts are EURO 3,096 and 3,519 per month respectively (net of internal tax). 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.**