

VACANCY NOTICE

Head of Legal Affairs Division

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: Head of Legal Affairs Division

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 Administration Department, the Head of Legal Affairs Division will be responsible for the provision of legal advice to the Organisation and for the development, monitoring and implementation of the EUMETSAT Data Policy.

DUTIES: The main duties of the post will be as follows:

- Manage the activities and staff of the Legal Affairs Division;

- Provide advice to the EUMETSAT Delegate Bodies, the Director-General, Senior Management and relevant staff on all legal issues relevant to EUMETSAT's activities and environment;
- Assist in the preparation of all documents with legal relevance;
- Manage the process of accession of new Member States, including negotiation of related accession agreements, and advise on the policy with respect to possible additional Cooperating States;
- Draft and negotiate cooperation agreements with EUMETSAT international partners in cooperation with the relevant technical managers;
- Establish the legal framework for the approval of EUMETSAT programmes and support the process of programme approval by Member States;
- Advise on Data Policy, organise and provide secretariat to meetings of the EUMETSAT Delegate Body on Data Policy (Data Policy Group) and attend relevant international meetings dealing with Data Policy issues;
- Establish and implement licensing schemes for EUMETSAT data, products and services;
- Draft, maintain, publish and review all EUMETSAT legal documents, including the EUMETSAT treaties and rules approved by Council;
- Review from a legal perspective all high level documents (e.g. Directory of Instructions) forming the EUMETSAT Management System.

QUALIFICATIONS:

- University degree in law. An additional qualification in Public International law would also be desirable;

SKILLS AND EXPERIENCE:

- Solid background in institutional law and international civil service law;
- Considerable experience in legal matters, preferably in an international organization or environment;
- Pragmatic and solution-oriented approach and the ability to formulate in a concise manner convincing solutions in a complex environment;
- Solid and proven people management skills, ideally developed through successful management of a team.
- Excellent communication skills both oral and written.
- Customer service delivery and experience of working to challenging deadlines.

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 this position knowledge of German is also desirable.

CLOSING DATE: 6 September 2015

Interviews are tentatively scheduled for week 41/2015.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(15)32) at

www.eumetsat.int

This post is graded A4/A5 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 7,576 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.