

## VACANCY NOTICE

### Operations Preparation Manager

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 and 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:** Meteosat Third Generation (MTG) Operations Preparation Manager

**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 MTG System Engineering Team Leader of the Geostationary Programmes Division (GEO), the MTG Operation Preparation Manager will manage the preparations of all MTG operations and conduct the initial operations. After the commissioning of the full operational capability, he / she will move to the Operations department.

**DUTIES:**

The main duties of the post will be as follows:

- Managing all MTG operations preparation activities, to cover system, space and ground segment aspects, preparing and conducting the MTG operations until successful handover to the Operations and Services to Users Department (OPS) for routine operations. This will require interaction with OPS for planning and optimising the resources provided to the Programme;
- Leading the Operations Preparation Integrated Team (OPIT) and organising the Operations Preparation Implementation Board meetings;
- Ensuring the compatibility of operation and maintenance concepts, processes and plans with those used in OPS;
- Following up and supporting space and ground segment developments, providing operations input and requirements, and revisiting concepts and plans as necessary to ensure safe and efficient operations;
- Establishing and validating all operations related documents, databases and procedures required for operations of the system during all phases of its lifecycle;
- Initiating and conducting procurements necessary to perform the operations preparation activities in coordination with OPS and the Technical and Scientific Support Department (TSS) using EUMETSAT standard products and technologies;
- Supporting the space segment testing campaigns for aspects related to the operations, identifying the needs and constraints of these operations;
- Defining and managing the System Validation Tests between EUMETSAT Control Centre and the satellites;
- Preparing simulation/rehearsal campaigns and performing training of operations and support teams;
- After handover to OPS, providing support to the routine operations team with regards to operations aspects including the planning of resources.

**QUALIFICATIONS:**

- A University degree or equivalent in a relevant discipline.

**SKILLS AND EXPERIENCE:**

- Proven experience in operations preparation and/or routine operations for a space system. This experience must also include a leading position dealing with team management, the coordination and planning of activities, risk identification and definition/implementation of the associated mitigation actions;
- Experience managing the interface between a satellite developer and the operations team;
- Experience in operations preparation for a satellite design based on Packet Utilisation Standard and the required follow-up functions in SCOS ground facility would be an asset;
- Proven ability to work effectively within teams, and to analyse complex issues in order to synthesise and present them to management;
- Strong interpersonal skills are required together with a proactive and adaptable approach.

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.

**CLOSING DATE: 20 September 2015**

Interviews are tentatively scheduled for week 43 or 44/2015.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(15)29 at**

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

This post is graded A3/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 6,520 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.**