

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Human Spaceflight and Operations

The European Space Agency is an equal opportunity employer
and encourages applications from women

POST

Executive Secretary in the [Directorate of Human Spaceflight and Operations](#).

This post is classified in the B5/B6 grade band of the Coordinated Organisations' salary scale.

LOCATION

ESOC, Darmstadt (Germany).

DUTIES

Reporting to the Director of Human Spaceflight and Operations, and in close cooperation with the Director's secretariat at ESTEC, the incumbent will be responsible for the Secretariat of the Director at ESOC.

The specific duties of the postholder include:

- filtering correspondence and enquiries relevant to the Directorate;
- synthesising the information and presenting related dossiers and background documents to the Director, following-up of actions, drafting of replies to correspondence and inquiries as requested;
- planning/coordinating the Director's commitments and meetings, supervising the organisation of the Director's missions and keeping the Director informed of all issues of concern during his absence;
- tracking information and documents necessary for the Director to take action on given issues;
- organising VIP visits and participation of the Director in any other events as required by his position;
- taking, producing and distributing minutes of meetings as required;
- supervising the Director's secretariat at ESOC, the registration and filing of correspondence;
- preparation of files for all relevant meetings (e.g. Directors' Committee and Seminar and Programme Boards) as well as other boards that require the Director's participation;
- leading coordination with the Directorate's offices in ESTEC, HQ, EAC and ESAC;
- ensuring good communication and contact with the Directorate's industrial partners;

- supporting the organisation of meetings with delegations, industrial and international partners in cooperation with the Coordination Office;
- archiving of documents

QUALIFICATIONS

Applicants for this post should have a third level education (e.g. short cycle university education) or equivalent qualification. Solid experience in the secretarial domain is mandatory, experience in the function of an executive secretary is highly desirable.

With the ability to handle highly confidential matters and assure a high level of discretion at all times, candidates should have excellent planning and organisational skills. The successful candidate is furthermore expected to possess very good communication and relationship management skills and be able to work under pressure. A proven ability to work in close collaboration with others will be an asset.

Proficiency in the use of the Agency's information systems and tools is required.

The working languages of the Agency are English and French. A good knowledge of one of these languages is required together with a working knowledge of the other language. Knowledge of another member state language is an asset.

CLOSING DATE

The closing date for applications is **16 April 2014**.

Applications from external candidates for this post should preferably be made [on-line](#) at the ESA Web Site (www.esa.int/careers). Those unable to apply on-line should submit their CV to the Human Resources, ESOC, Robert-Bosch-Str. 5, D-64293 Darmstadt, Germany.

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2ESOC](#).

The Agency may require applicants to undergo selection tests.

Under ESA Regulations, the age limit for recruitment is 55. Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

Priority will be first given to internal candidates and secondly to external candidates from under-represented member states.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.