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EUROPEAN SPACE AGENCY

Vacancy in the Director General's Cabinet

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

POST

Administrative Assistant in the German Translation Section, Translation Division, Director General's Cabinet.

This post is classified in the B2/B4 grade band of the Coordinated Organisations' salary scale.

LOCATION

ESA Headquarters, Paris (France).

DUTIES

The postholder will report to the Head of the German Translation Section and will support a team of German translators, with occasional support to the French translation team. The duties include a range of secretarial and administrative tasks and in particular the following:

- incorporating, in German and occasionally in French, sometimes complex amendments to existing texts;
- incorporating, in certain texts, recurrent translated elements;
- reformatting complex documents (budgets, annual accounts, etc.) and creating tables and diagrams in a variety of applications (Word, Excel, Powerpoint and others);
- providing support to translators in connection with translation memory systems;
- determining, with reference to meeting calendars and in liaison with the Section Head, the priorities to be assigned to secretarial and administrative tasks;
- supporting the translation teams through searches in archives and documentary databases;
- archiving translation output in the local translations database;
- liaising with other secretariats and with the Agency document distribution service to ensure timely and efficient issuing of translation output;
- maintaining leave records for the Section;
- replacing the Division's assistant administrator during certain periods of absence.

QUALIFICATIONS

Applicants for this post should have a good educational background (secondary education), and substantial secretarial and administrative experience. A thorough acquaintance with Word and Excel and familiarity with Powerpoint are essential.

The post calls for a flexible, responsive attitude, a willingness to work hard under pressure and an aptitude for team effort.

Applicants must be of German mother tongue, have a good knowledge of spoken and written English and a good knowledge of written French.

CLOSING DATE

The closing date for applications is **11 August 2014**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CV to Human Resources, ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

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 first be 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.