

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Finance, Controlling and Information Technology

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

POST Administrative Assistant in the Finance, Planning and Controlling Department, Directorate of Finance, Controlling and Information Technology.

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

LOCATION ESA Headquarters, Paris (France).

DUTIES The postholder will report to the Head of the Finance, Planning and Controlling Department and will, in addition to the secretarial support, be responsible in proactive and highly autonomous way of the production of documents for official bodies.

The main duties include and are not limited to:

- ensuring the secretariat of the Head of Department and of the ESA Treasurer;
- organising meetings cross-Directorates;
- preparing and issuing the letters for the call-up of contributions and other mails concerning the Member States' contributions;
- overall coordination of the secretarial and administrative functions within the Department in order to ensure an effective and efficient provision of related services;
- preparing in an autonomous way documents associated to the budget activities (e.g. budgets, backdating, Member States' financial obligations, in-year and multi-year reports, etc.):
 - collecting inputs;
 - preparing the extraction of data into appropriate final format;
 - preparing the documents in their final form;
 - checking the consistency of the results, in particular the accuracy of the final figures;
 - ensuring the circulation of the document for approval and the issuance when finished.
- ensuring the distribution, registration and recording of incoming and outgoing mail and documents establishing, and maintaining records and files in coherence with the documents management policy and system in force;
- performing any other administrative tasks that fall within the field of secretarial and administrative assistance to the Department as needed.

In addition, the incumbent will provide secretarial support to the Corporate Strategic Planning Office and prepare the main documents for this Office (e.g. Long Term Plan, Performance Indicators, etc.).

QUALIFICATIONS Applicants for this post should have completed secondary education and professional training in administrative techniques or in secretarial related activities together with sound professional experience on administrative duties and proficiency in the use of the Agency's office automation and documentation management tools. Applicants must be highly proficient in the suite of Microsoft Office software and Lotus note, as well as on line services on the internet including capabilities to prepare in autonomy reporting documents embedding complex and large data files is mandatory.

Candidates are expected to demonstrate excellent planning and work organisational skills, multi-tasking and attention to detail, ability to assess own quality of work. Strong communication skills, cross-cultural sensitivity, the ability to interface well with staff at all levels, to work effectively in a team environment and under a minimal level of supervision as well as good judgment capabilities, tact and discretion are also essential qualities.

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 **13 April 2015**.

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 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.