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## EUROPEAN SPACE AGENCY

### Vacancy in the Directorate of Earth Observation Programmes

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

- POST** Secretary/Administrative Assistant in the Programme Planning and Coordination Service, [Directorate of Earth Observation Programmes](#).
- This post is classified in the B2–B4 grade band on the Coordinated Organisations' salary scale.
- LOCATION** ESRIN, Frascati, (Italy).
- DUTIES** The postholder will report directly to the Head of the Programme Planning and Coordination Service (H/EOP-C). The incumbent is required to carry out various administrative and secretarial duties, including:
- managing the agenda of H/EOP-C; preparing background dossiers for meetings; preparing missions and related bookings and arrangements;
  - organising regular EOP-C meetings, preparing agendas, taking minutes and follow-up of actions;
  - being responsible, for EOP-C, for the document sharing system (SharePoint) and preparing and implementing the necessary procedures and training activities;
  - managing e-mails and written correspondence and preparing responses as appropriate;
  - being available as back-up for the Director's Secretariat when and if required;
  - being responsible for the organisation of VIP visits within the Directorate, organising agendas, managing invitations and related correspondence as well as logistics;
  - coordinating visitor programmes to the Control Room for Earth Observation Payloads (CREOP) for ESRIN, preparing technical presentations, presenting selected aspects of CREOP to visitors; being the EOP-C point of contact for establishing a visitor's schedule;
  - conducting other administrative and secretarial tasks as assigned by H/EOP-C;

## **QUALIFICATIONS**

Applicants for this post should have a secondary education and professional training in administrative or secretarial activities. Candidates must be highly proficient in modern office management tools and ESA corporate applications. Wide-ranging experience acquired within an international setting as well as a good understanding of the Agency's organisation and internal processes is important for this post. Good knowledge of the EOP Directorate would be an asset.

Applicants are expected to demonstrate good organisational skills, attention to detail and the ability to establish and maintain effective working relationships with the team. They must also possess good communication skills, be highly motivated to operate in a changing environment and demonstrate enthusiasm and flexibility.

For behavioural competencies expected from ESA staff, please refer to the [ESA Competency Framework](#).

The working languages of the Agency are English and French. A good knowledge of one of these is required together with a working knowledge of the other. Knowledge of another Member State language would be an asset. Applicants must be skilled in drafting correspondence in English language.

## **CLOSING DATE**

The closing date for applications is **15 December 2015**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply online should submit their CV to Human Resources Service, ESA-ESRIN, Via Galileo Galilei, 00044 Frascati, Italy.

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2ESRIN](#).

The Agency may require applicants to undergo selection tests.

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**Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, 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.**