

Job Title: Assistant Administrator

Req ID 2661 - Posted 28/11/2017



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Earth Observation Programmes.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

Post

Assistant Administrator

This post is classified B5-B6 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

Assistant Administrator in the Strategy, Programme and Coordination Office, Directorate of Earth Observation Programmes.

Duties

Under the direct responsibility of the Director, particularly when at HQ, including but not limited to:

- supporting the preparation of Executive Board meetings, Council, Programme Board meetings, as well as other meetings as appropriate like the Earth Observation Management Board (EMB);
- coordination of the Director's agenda with the Executive Secretary to the Director, in particular with respect to the planning and organisation of the Director's meetings at HQ;

Under the responsibility of the Head of Strategy, Programme and Coordination Office, the postholder is responsible for:

- providing administrative support to the Head of Strategy, Programme and Coordination Office and overall administrative assistance for the Strategy, Programme and Coordination Office;
- providing support in the preparation of relevant briefings, presentations, documentation for various meetings, including bilateral meetings with Member States, international partners, EU institutions, Council and DG bilateral meetings;
- deployment, promotion and maintenance of ESA TeamSite (SharePoint) within areas of responsibility pertaining to the post;
- ensuring the effective functioning of the Office's team at HQ, Paris, and liaising with local site and other support services as necessary;
- supporting the staff of the Directorate for their activities taking place at HQ;
- preparation and support for various high-level events and external body meetings held in HQ;
- monitoring the budget for the Office, in particular for meeting costs, missions, mission orders for experts and consultants, as well as interpreters.

Other tasks as directed by the Head of the Strategy, Programme and Coordination Office.

Under the responsibility of the Programme Board (PB-EO) Executive Secretary, the incumbent is responsible for:

- providing administrative support to delegate body meetings at programme board level (PB-EO), as well as support to other related meetings for example, reviews and workshops with delegations. This includes:
- liaising with the relevant Board Secretaries for matters pertaining to the meetings and to the relations with Delegations/Members;
- preparation of meetings and logistics, providing support for the duration of the meetings and for post-meeting activities;
- organisational issues of meetings with Delegations;
- monitoring and processing of official documents for the PB-EO and other delegate bodies;
- liaising with delegations and colleagues from other establishments to provide and obtain relevant information in respect to meetings and documents;

- maintaining the delegates and advisors lists for delegate and advisory bodies, including the interface with DG's Cabinet;
- attending Committee and Programme Board Secretaries' meetings on behalf of the Directorate.

Technical competencies

State-of-the-art knowledge in area of responsibility at required level

Proficiency in the use of the Agency's information systems, tools and applications, including online services on the internet

Knowledge of the relevant Agency rules, processes and procedures

Behavioural competencies

Communication

Continuous Learning

Customer Focus

Planning & Organisation

Results Orientation

Self Motivation

Education

Assistant/Senior Assistant level: Higher Vocational (Bachelor level or higher), supplemented by professional training in administrative techniques and/or in secretarial related activities; proficiency in the languages of the Agency.

Other information

For behavioural competencies expected from ESA staff in general, 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.

Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

The closing date for applications is 5 January 2018.

If you require support with your application due to a disability, please email contact.human.resources@esa.int.

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 and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

(<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.