

# Job Title: Administrative Assistant

Req ID 3622 - Posted 06/12/2017



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services.

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

Administrative Assistant

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

### Location

ESA Headquarters, Paris, France

### Description

Administrative Assistant in the Human Resources Department, Directorate of Internal Services. The postholder will report to the Head of Department.

### Duties

As part of the support to the Head of Department, the main duties will include:

- Organisation of meetings (including video conferences and webex sessions)
- Preparation of missions and mission claims for Head of Department and (as required) other senior HR staff at HQ
- Follow incoming mail and email and distribute to senior HR managers as required
- Collect topics and provide agenda and supporting documents for HR Management Meetings on Teamsite and take minutes
- Support implementation of HR document repository on Teamsite
- Interface with HIF Finance and Resources controller to monitor the HR budget
- Collect and consolidate input for HR contributions to reports (such as ESA annual report, sustainable development report)
- Prepare overviews for HR Management on relevant data (budget, objectives, KPIs)

### 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

High school, 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 16 January 2018.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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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 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.