

Job Title: Management Support Assistant Administrator

Req ID 4441 - Posted 02/02/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Operations.

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

Management Support Assistant Administrator

This post is for a limited period of 4 years, non-renewable, and is classified B2-B4 on the Coordinated Organisations' salary scale.

Location

ESOC, Darmstadt, Germany

Description

Management Support Assistant Administrator in the Strategy & Coordination Office, Directorate of Operations.

Duties

Reporting to the Head of Office (H/O), the postholder will be responsible for the Office secretariat and for supporting the Office team as a whole:

- filtering correspondence and enquiries relevant to the Office;
- synthesising information and presenting related dossiers and background documents to H/O, following up actions, drafting replies to correspondence and enquiries as appropriate;
- planning/coordinating H/O's commitments and meetings, organising H/O mission travel and claims, supporting the Office team in its mission travel organisation and keeping H/O informed of all issues of concern during absences;
- preparing all relevant (background) files for meetings and ongoing activities for H/O;
- collecting information and documents necessary for H/O to take action on given issues;
- taking, producing and distributing minutes of meetings as required;
- collecting inputs for the regular and ad hoc reporting under Office responsibility and drafting reports;
- supporting the organisation of external visits under Office responsibility;
- supporting editing of documents produced internally;
- ensuring orderly coordination of the H/O's secretariat, registration and distribution of correspondence, filing and archiving of documents; setting up and maintaining a shared area for all Office documentation for internal and external access;
- acting as back-up, during their absence on leave, for the secretariats of the Directorate and/or its Business Unit Control Office;
- ensuring coordination and cooperation with the secretariats of the Directorate, corporate organisational units as required, and departmental and other organisational units, to enable smooth running of the office.

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 education (bachelor's level), supplemented by professional training in administrative methods and/or in secretarial-related activities;

Additional requirements

Applicants should possess excellent interpersonal and communication skills, be able to handle confidential matters and ensure a high level of discretion, synthesise information concisely, have excellent organisational skills and be able to multi-task, prioritise and work well under pressure.

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 02 March 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, Slovenia, Spain, Sweden, Switzerland, the United Kingdom, 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. Priority will first be given to internal

candidates and secondly to external candidates from under-represented Member States when short-listing for interview.
(<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.