

## Job Title: Administrative Assistant

Req ID 5043 - Posted 30/01/2018



### EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Industry, Procurement and Legal 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 Industrial Policy and Auditing Department, Directorate of Industry, Procurement and Legal Services.

The postholder will report to the Head of the Industrial Policy and Auditing Department. The main duties will include and will not be limited to:

#### Duties

- providing full administrative support to and working closely with the Head of Department to ensure the smooth running of the day-to-day business and the proper follow-up and implementation of actions and decisions;
- setting up meetings with industry, delegations and business partners and following the related actions;
- providing support to the Head of Department and liaising with the secretaries of the Industrial Policy Committee (IPC) and Adjudication Committee (AC) and, as appropriate with the Member States' delegations, in the preparation/organization of the IPC and the AC;
- scheduling and organising all Department meetings; participating in bi-weekly Management Meetings and following the related actions;
- ensuring distribution of information inside the Department; gathering input for reporting; establishing records and files when needed in accordance with the document management policy and system in force;
- controlling, managing and improving the Industrial Policy and Auditing Department team site and other data repositories;
- ensuring coordination and maintaining a close contact with the Director's office and other Departments of the Directorate of Industry, Procurement and Legal Services on current matters.

#### 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

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

Communication

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

Continuous Learning

Knowledge of the relevant Agency rules, processes and procedures

Customer Focus

Planning & Organisation

Results Orientation

Self Motivation

#### Education

High school, supplemented by professional training in administrative techniques and/or in secretarial related activities, or equivalent qualification, or substantial relevant experience in the domain with sound professional experience on administrative duties and proficiency in the use of the Agency's office automation and documentation management tools. Candidates must be highly proficient in the use of Microsoft Office software and Lotus Notes, as well as online services on the internet as well as being able to prepare autonomously reporting documents embedding complex and large data files proficiency in the languages of the Agency

#### Additional requirements

Applicants are expected to be very pro-active and demonstrate excellent planning and organisational skills, multi-tasking ability and attention to details, as well as an ability to assess the quality of their own work. Strong communication skills, cross-cultural sensitivity, an 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 are key. Finally, tact and discretion are also essential qualities.

#### 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 20 February 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).

---

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

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.