

Job Title: Administrative Assistant in the Procurement and EU Administration Department

Req ID 5621 - Posted 22/02/2018



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 in the Procurement and EU Administration Department, D/IPL (00062752)

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

Location

ESAC, Villanueva de la Cañada, Spain

Description

Administrative Assistant in the Procurement and EU Administration Department, Directorate of Industry, Procurement and Legal Services.

Duties

The postholder will report to the Head of Department. The main duties, not limited to the following, include:

- providing full personal administrative support to the Head of Department to ensure the discharging of his function and the smooth running of day-to-day business;
- setting up meetings with industry, Delegations and business partners and monitoring the related actions;
- participating in weekly Management Meetings and monitoring the related actions;
- keeping records and files in accordance with the existing document management policy and system;
- coordinate all administrative assistants in the Department, taking final decisions on work scheduling where necessary;
- taking responsibility for contacts with other outside establishments, such as international organisations, ministries and industries in various countries;
- on personal initiative or on instructions, collect information and documents necessary for the Head of Department to take action on given issues.

Technical competencies

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

Reporting

Proficiency in the use of Microsoft Office

Behavioural competencies

Communication

Continuous Learning

Customer Focus

Planning & Organisation

Results Orientation

Self Motivation

Teamwork

Integrity

Relationship Management

Additional requirements

Attention to detail

Ability to assess quality of own work

Certain freedom in distributing work to other secretaries in the Department

Relevant experience in the domain with sound professional experience of administrative duties

Proficiency in the use of the Agency's office automation and documentation management tools

Autonomously preparing reporting documents embedding complex and large data files

Education

High school, supplemented by professional training in administrative techniques and/or in secretarial-related activities, or equivalent qualification.

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 22nd 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 be given 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.