

Job Title: Administrative Assistant

Req ID 5881 - Posted 22/03/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Navigation.

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 Programme Planning and Coordination Office, Directorate of Navigation.

Duties

Under the direct responsibility of the Head of Office (NAV-M) the postholder is responsible for providing direct administrative support, in particular:

- preparing and processing data, drafting and computing documents (minutes, correspondence), spread-sheets, presentations, reports and background files;
- pro-actively following up actions, especially in meeting internal and external commitments and keeping deadlines;
- managing leave: maintaining records and mastering overview of team member absence;
- making mission, travel, claims and guest arrangements, including visas if required; checking for correct authorisation, verifying documentation in line with Agency rules and practices;
- assisting with calendar management, scheduling appointments; filtering calls;
- paper and electronic records filing and archiving in document databases; information management and data collection where applicable;
- logistics organising for meetings, workshops, supporting the organisation of VIP visits and events with internal and external partners or Delegations;
- providing support for the preparation and approval cycle of official documents (e.g. for Programme Boards, EU institutions, DG bilateral meetings, other delegate bodies); providing minute-writing services (for Boards/bodies);
- training and where applicable supervising any other support staff;
- being the focal point/interface liaising with other services for smooth/effective running of the business;
- ensuring continuity of service, team and manager reach; liaising with other secretariats for effective coordination;
- being the ESA 'image' and first point of contact of the service vis-à-vis external partners;
- maintaining the ESA TeamSite and ESA Connect, documentation and leave databases, the D/NAV contacts database, keeping track and storage of GNSS and GSA administrative boards documents; maintaining the D/NAV conference list;
- ensuring effective functioning of the Office's team at ESA HQ, including support for CURSA requests and liaising with local facility/site and other support services as necessary;
- performing a back-up function for the Director's Executive Assistant;
- replacing the Head of Strategy and Programme Department Assistant when absent;
- ad-hoc tasks as requested by the Head of 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 vocational (Bachelor's level or higher), supplemented by professional training in administrative skills and/or in secretarial-related activities; proficiency in the Agency's working languages.

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 19 April 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, 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 an 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.