

Job Title: Administrative Assistant

Req ID 5781 - Posted 01/10/2018



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

Location

ESA Headquarters, Paris, France

Description

Administrative Assistant in the Launchers and Headquarters Contracts Division, Procurement Department, Directorate of Industry, Procurement and Legal Services.

The postholder will report to the Head of Division and the two Heads of Services.

Duties

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

- Carry out all procurement and administrative tasks in support to the Head of Services and Contracts Officers in the Division, including the follow up of the present systems, e.g. ESA-P, ESASTAR and tracking tools.
- Carry out all generic administrative tasks, e.g. typing, missions preparation, meetings set-up, handling filing and correspondence, parcels delivery etc.
- Upon request support the preparation and execution of small Contractual Direct Negotiation actions, with the supervision and under the authority of the Head of Service or a Contracts Officer, in close cooperation with the Technical Officer in charge of the activity.

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, 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 28 October 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. When short-listing for an interview, priority will first be given to external candidates from under-represented Member States.

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

In view of the limited duration of this post, internal candidates are strongly advised to contact their HR advisor before applying.

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.