

# Job Title: Executive Secretary

Req ID 8642 - Posted 16/01/2019



## EUROPEAN SPACE AGENCY

Vacancy in the Director General's 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

#### Executive Secretary

This post is for a limited duration and is classified B5-B6 on the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France

### Description

Executive Secretary to the Director General.

### Duties

Under the direct authority of the Director General and working in close collaboration with the Director General's other Executive Secretary, the post holder will be responsible for:

- providing the required administrative support to the Director General, including managing incoming and outgoing mail and documents, filtering correspondence and enquiries relevant to the Director General's Office, synthesising information as appropriate and presenting related dossiers and background documents to the Director General, following up on actions, drafting replies to correspondence and enquiries when required;
- ensuring the smooth and efficient daily running of the Director General's Office;
- the Director General's comprehensive agenda management system, including managing and coordinating the planning of the Director General's meetings and commitments, organising his diary and keeping him informed of all issues of concern during his absence;
- providing complex travel arrangements, taking into account detailed needs of the Director General and travel partners, being available during travelling times to be able to address quickly last-minute changes, in close cooperation with the Executive Secretary;
- liaising with ESA Directors for the management of the Director General's activities;
- on personal initiative or under instructions, collecting the information and documents necessary for the Director General to take action on given issues;
- establishing dossiers as background to meetings and special studies;
- interfacing with Delegations and officials outside ESA on behalf of the Director General;
- organising VIP visits and the participation of the Director General in any other events as required by his position;
- providing administrative support to the DG's Programme Advisor;
- acting as back-up to the other Executive Secretary;
- performing other duties, as assigned by the Director General.

### 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 level or higher), supplemented by professional training in administrative techniques and/or in secretarial-related activities; proficiency in the languages of the Agency.

## Additional requirements

Applicants are expected to have an excellent command of English and French and the ability to work in a fast-paced working environment with shifting priorities.

## 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.  
Knowledge of another Member State language would be an asset.  
The Agency may require applicants to undergo selection tests.

**Please note that this post is for a limited duration until 31.12.2021 (and in any case not longer than 4 years). The closing date for applications is 13 February 2019.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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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 and 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 shortlisting candidates, 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.