

Job Title: Administrative Assistant in the EGNOS & SBAS division

Req ID 8645 - Posted 24/01/2019



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 in the EGNOS & SBAS division

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

Location

ESTEC, Noordwijk, The Netherlands, with a resident assignment in Toulouse, France

Description

Under the direct responsibility of the Head of the Egnos and SBAS division, and working in close collaboration with the divisional Administrative Assistant, the postholder is responsible for providing administrative support to members of the division, in particular:

Duties

- Providing secretarial support to the Egnos Team (handling of phone calls, registering of incoming/outgoing correspondence, maintaining records and files)
- Organizing and following up of all the travel arrangement plans and MAS mission orders in line with Agency rules and practices
- Assisting and following up the meeting rooms booking requests and ensure set up of videoconferences
- Providing support and logistics in the organization of meetings with internal and external partners
- Handling leave requests, maintaining records and status of presence/absence
- Ensuring continuity of service by acting as back-up to the other Administrative Assistant of the Division
- Performing other duties as assigned by the Head of the Division

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 Level. Higher vocational (Bachelor's level or higher) supplemented by professional training in administrative techniques and/or in secretarial related activities.
Proficiency in the languages of the Agency.

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 21 February 2019.

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 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.