

Job Title: Administrative Assistant

Req ID 8800 - Posted 18/10/2019



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

Administrative Assistant

This post is classified B2-B4 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

Administrative Assistant in the Cabinet Support Services Division, Coordination Office/Cabinet, Director General's Services.

Duties

Under the direct responsibility of the Head of the Director General's Cabinet Support Division (DG-OS) in the Director General's Coordination Office/Cabinet (DG-O), the post holder is responsible for providing clerical and administrative support, and in particular:

- providing administrative support in the organisation of VIP visits and high level events, including guests operation related to space launches events;
- providing administrative support in the procurement of interpretation services;
- providing secretarial support to the Cabinet activities with external partners (e.g. memberships, pro bono);
- providing ad-hoc secretarial support (missions, leave/flexi) to the Head of the Coordination Office (DG-OM) in the Director General's Coordination Office/Cabinet (DG-O);
- fulfilling other tasks on an ad hoc basis as directed by the Head of the Director General's Cabinet Support Division (DG-OS) within the domain of competence of the post and acting as alternate to the latter's personal assistant administrator.

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

Customer Focus

Planning & Organisation

Self Motivation

Continuous Learning

Results Orientation

Education

Applicants for this post should have a third level education (e.g. short cycle university education) or equivalent qualification, together with professional administrative experience.

Additional requirements

Extensive knowledge of the Agency's programmes and experience in ESA's Council, Boards and Committees is an asset. Proficiency in the use of the Agency's office automation and documentation tools is essential.

Candidates are expected to demonstrate excellent planning and organisational skills, attention to detail and a good sense for figures. Discretion and tact, together with strong communication skills, the ability to interface well with staff at all levels, to work effectively in a team environment and under pressure as well as good judgment, tact and discretion are also essential qualities.

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 1 November 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 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.