

# Job Title: Nurse/Medical Assistant

Req ID 8922 - Posted 11/10/2019



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal 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

#### Nurse/Medical Assistant

This 9.4 post limited to 4 years is classified in the B5/B6 grade band of the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France

### Description

Nurse/Medical assistant in the ESA Medical Centre, Human Resources Department, Directorate of Internal Services.

### Duties

The Nurse/Medical Assistant will report directly to the ESA Medical Advisor and will assist him/her in running the ESA Medical Centre. The Nurse is bound by a code of ethics which requires him/her to maintain medical information strictly confidential.

In particular, the incumbent will be responsible for:

- providing administrative support to the medical advisor in her functions as such: daily organization, correspondence, preparation of the files, urgent correspondence;
- organising medical examinations for all staff members, depending administratively on Headquarters, including paramedical tests, administration and follow-up; taking care of vaccination-programmes and keeping record of the vaccination-status of staff;
- providing health advices and rendering first aid in case of accident or acute illness of staff or visitors on site, including registration and follow-up of occupational accidents; taking care of medical material;
- participating to the organisation and promotion of the health week and similar events;
- acting as a source of information to all staff members on medical matters with specific attention to their integration in the French medical system;
- ensuring the completeness of the medical history file of all ESA staff members at the time of recruitment and ensuring any necessary follow up; dealing with administrative matters, filing and correspondence;
- providing administrative support (follow-up of contracts and budget) for the procurement of services delivered by the medical centre;
- providing medical and administrative support such as, registering sick leave, monitoring work accident declarations, following up temporary incapacity situations, providing support to the settlement of grievances related to the reimbursement of medical expenses, organising invalidity committees, follow up of the Disable Child Allowance (DCA);
- keeping contact with staff members on sick leave.

The Nurse/Medical Assistant will work in close cooperation with the Social Security Unit.

## Technical competencies

State-of-the-art knowledge in area of responsibility at required level  
Experience in providing health advice and information on medical matters  
Experience in medical administration support

## Behavioural competencies

Communication  
Teamwork  
Planning & Organisation  
Relationship Management  
Integrity

## Education

Applicants for this post must have full nursing qualification (State Registered Nurse or equivalent).

## Additional requirements

Good experience with rendering first aid is mandatory. Experience in medical administration support is an asset. Discretion and tact, good communication skills and the ability to work effectively in a team 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 Friday 1 November 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 (see nationality targets)

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.