

# Job Title: Administrative Assistant in the Vega Integrated Programme Team (IPT)

Req ID 9085 - Posted 20/11/2019



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Space Transportation.

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 Vega Integrated Programme Team (IPT)  
This post is classified B2-B4 on the Coordinated Organisations' salary scale.

### Location

ESRIN, Frascati, Italy

### Description

Administrative Assistant in the Vega Integrated Programme Team (IPT), Vega Exploitation Programme and Vega and Space Rider Development Programmes, Directorate of Space Transportation.

### Duties

Under the authority of the Vega IPT managers, the Exploitation Programme Manager and the Vega and Space Rider Development Programmes Manager, your duties will include:

- organising and scheduling meetings and events at Programme level, overseeing the Programme Managers' calendars;
- participating in weekly programme management meetings, supporting drafting of minutes of meetings and keeping track of actions as relevant;
- preparing and processing data, documents, routine correspondence and presentation material in English or French;
- establishing and maintaining records and files, including creation and maintenance of correspondence distribution lists;
- checking for due authorisation, substantiating documentation and adherence to Agency rules and practices;
- ensuring effective contact and circulation of information under the guidance of the Programme Managers with all the Service's external interfaces (Delegations, industry, international partners);
- closely interfacing with Service and Directorate secretariats;
- providing on-site complementary support to Heads of Department and external Vega consultants;
- supporting communication activities related to Vega programmes, interfacing with the local country desk and Directorate communication officer;
- sorting incoming mail and handling telephone calls.

### 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  
Knowledge of administrative processes

### Behavioural competencies

Planning & Organisation  
Communication  
Problem Solving

Results Orientation  
Teamwork

## **Education**

Higher-education level (e.g. short cycle university qualification) or equivalent, together with professional administrative experience.

## **Additional requirements**

Minimum six years' experience in administrative and secretarial-related activities.

You must be proficient in MS Office Suite and Lotus Notes.

Experience in communication-related activities and knowledge of Italian are assets.

Direct experience of ESA programmes is considered a major asset.

## **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 18 December 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, 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.