

Job Title: Assistant Administrator

Req ID 10161 - Posted 11/06/2020



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

Assistant Administrator

This post is for a limited duration on 4 years (non-renewable) and is classified B5-B6 on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, The Netherlands

Description

Assistant Administrator in the Management Support and Control Office, Directorate of Internal Services.

Duties

The Assistant Administrator, who reports directly to the Head of the IPC/AC Secretariat and Support Unit (HIF-MS), provides administrative support to the Industrial Policy Committee (IPC) and the Adjudication Committee (AC).

1) Providing administrative assistance to the IPC Secretary in the preparation of the meetings of the IPC and IPC Working Group includes:

- Ensuring that IPC documents are in line with official ESA document requirements.
- Publishing on esa blue-docs the draft agenda and documents listed on the agenda.
- Liaising with initiators and the AC Secretariat to ensure the timely preparation of papers.
- Following up the status of publication of documents, ensuring that deadlines for submission are met and keeping a written overview of late documents.
- Co-ordinating briefing notes for the Chair.
- Interfacing with the Chair and delegations regarding any practical requests relevant to meetings (badges, access to esa blue-docs, Chair meeting file, etc.).
- Taking care of all organisational issues relevant to meetings (briefing, debriefing, liaison with site services, interpreters, etc.).
- Maintaining the delegate list (including the PUMA database) and IPC Secretariat shared drive.
- Ensuring vigilance (internally and externally) as regards the circulation and publication of restricted documents.

2) Providing administrative assistance to the AC Secretary in the preparation of AC meetings . This includes:

- Interfacing with the Agency's Communication Programme Officers (CPOs).
- Preparing the agenda and other internal/external communication documents.
- Monitoring the quality of documents for compliance with the Agency's requirements.
- Maintaining and updating the AC/DC database and playing a part in the upcoming migration of the AC/DC database.
- Following up the actions arising from meetings.

In addition, the Assistant Administrator:

- is the back-up for the Office's staff in charge of Administration Area communication activities,
- carries out any other ad hoc tasks as required.

Technical competencies

Ability to act calmly under pressure

Ability to draft clear correspondence in English
Knowledge and experience of tools and office software packages, including handling of web-based management systems

Behavioural competencies

Communication
Customer Focus
Planning & Organisation
Teamwork

Education

Third-level education (e.g. short-cycle university education) or equivalent qualification

Additional requirements

In addition, this post requires accuracy and consistency, as well as the ability to work autonomously and to proof read documents.

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 9 July 2020.

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 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 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.