

Job Title: Executive Secretary

Requisition ID 11937 - Posted 16/12/2020



EUROPEAN SPACE AGENCY

Vacancy in the Directorate Telecom & Integrated Applica.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. For this purpose, we welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

Post

Executive Secretary

This post is classified B5-B6 on the Coordinated Organisations' salary scale.

Location

ECSAT, Harwell, United Kingdom

Description

Executive Secretary to the Director of Telecommunications and Integrated Applications, Directorate of Telecommunications and Integrated Applications.

Duties

You will report to the Director of Telecommunications and Integrated Applications and be responsible for the Director's secretariat.

This will include, in particular:

- dealing with correspondence and enquiries relevant to the Directorate, that is, summarising the information as appropriate and presenting related files and background documents to the Director, taking follow-up action, and drafting replies to correspondence and enquiries as necessary;
- planning/co-ordinating the Director's commitments and meetings and supervising the organisation of the Director's missions and those of the Directorate's management support staff, and keeping the Director informed about all issues of concern during periods of absence;
- drawing up the calendar and agenda for the Telecommunications and Integrated Applications Management Meeting;
- ensuring the logistics and IT support for the Director's meetings;
- preparing background files for meetings and special studies;
- collecting, on your personal initiative or further to instructions, information and documents necessary for the Director to take action on given issues;
- organising VIP visits;
- supervising the Director's secretariat, including the registration, digitalisation, distribution and archiving of correspondence.

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

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

You should have a good general education to end of secondary level and training in a secretarial college leading to a higher proficiency certificate or equivalent as executive secretary.

Additional requirements

You should be very organised, methodical and tactful. Discretion, in particular, is required.

Experience in a similar post in an international environment is mandatory.

The working languages of the Agency are English and French. A very good knowledge of these two languages is required. Knowledge of an additional Member State language is an asset.

Other information

For behavioural competencies expected from ESA staff in general, please refer to the ESA Competency Framework.

The Agency may require applicants to undergo selection tests.

The closing date for applications is 14 January 2021.

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us at 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, Latvia 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.