

# Job Title: Administrative Assistant

Requisition ID 12156 - Posted 09/02/2021



## EUROPEAN SPACE AGENCY

Vacancy in the Director General's Office.

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

#### Administrative Assistant

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

### Location

ESA Headquarters, Paris, France

### Description

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Under the authority of the Director General's Executive Secretary, you will carry out a variety of secretarial and administrative tasks.

### Duties

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Your tasks will include in particular:

- preparing missions;
- drafting internal and external correspondence, documents and presentations material and proof reading for grammatical accuracy and compliance with the established ESA practices;
- handling of telephone calls and enquiries to the extent possible;
- organising meetings;
- maintaining a digital filing and follow-up system;
- sorting, registration and distribution of incoming mail;
- maintaining good relations with internal and external contacts
- performing related and ad hoc tasks within the DG's Office, as required.

### Technical competencies

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Proficiency in the use of the Agency's information systems, tools and applications, including online services on the internet  
Ability to establish and maintain effective working relationships  
Thoroughness and meticulous attention to detail, ensuring accuracy of output

### Behavioural competencies

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Result Orientation  
Operational Efficiency  
Fostering Cooperation  
Relationship Management  
Continuous Improvement  
Forward Thinking

### Education

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Applicants for this post should have completed secondary education and professional training in administrative techniques or in secretarial related activities. Minimum of five years demonstrated professional administrative experience in a similar environment in addition to the required level of education or certification.

### Additional requirements

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You should have

- demonstrated personal and professional maturity to work in an international and multidisciplinary environment;

- ability to cope with sudden increases in workload, and high degree of availability (may be required to work overtime or outside normal working hours);
- ability to work persistently and under pressure;
- sense of initiative and teamwork;
- concern for quality.

You are expected to demonstrate excellent organisational skills, ability to organise and prioritise workloads, and a proactive and reliable approach. Discretion is a strong requirement. You must also possess sound judgement and effective communication skills. The working languages of the Agency are English and French. You must be fluent in English (oral and written) and have full working proficiency in French. Knowledge of another 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 Tuesday 9 March 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](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, 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 short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<https://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.