

Job Title: Secretary/Administrative Assistant

Requisition ID 12080 - Posted 11/02/2021



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. 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

Secretary/Administrative Assistant

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

Location

ESA Headquarters, Paris, France or ESTEC, Noordwijk, Netherlands

Description

Secretary/Administrative Assistant in the Human Resources Department, Directorate of Internal Services.

You will be assigned to the permanent secretariat of the Central Staff Association Committee (CSAC).

You will report to the CSAC Chair.

Duties

Your duties will be as follows:

- organising meetings of the CSAC and CSAC/Administration joint working groups (including logistics and making the relevant documents available);
- preparing the annual Inter-SAC Plenary meeting and preparing and supporting the training (eg, newcomers, intranet for SACs and CSAC, conflict prevention and others);
- assisting and advising the CSAC Chair with respect to all their duties;
- ensuring the transmission of legacy knowledge, and the consistent application of working practices and procedures across CSAC mandates;
- helping coordinate between CSAC members and the local SACs, using the latest collaboration technology; preparing files for the CSAC Chair and the members of the CSAC;
- drafting and reviewing of intranet articles and flash notes; editorial work on the CSAC bi-annual Newsletter;
- for each major topic dealt with by CSAC, opening a file and collecting basic documents (terms of reference, minutes of meetings, working documents), including retroactively; filing documents for the CSAC and maintaining the CSAC's document management system;
- preparing correspondence from the CSAC Chair, issuing CSAC messages to staff, and updating the CSAC website;
- providing support to the CSAC and local Staff Association Committees (SACs) with the introduction and use of new media for communication and coordination between the local SACs; supporting the establishment of SAC elections.;
- ensuring effective coordination with the secretaries of both the local SACs and the Secretariat of the CRP/CSR (Staff Representatives Committee) at Coordination level; acting as point of contact/support for staff association networks (eg CSAIO);
- preparing minutes of meetings as requested (e.g. CSAC, JWG meetings); support to CJC and TPF meetings.

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 Secondary school education followed by vocational education in administrative and/or secretarial skills.

Additional requirements

You will be required to work autonomously and to demonstrate good planning and organisational skills, attention to detail and the ability to establish and maintain effective working relationships with interfaces at all levels. Common sense, discretion, practical-mindedness, team spirit and excellent writing skills are also essential competencies for the post.

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 Thursday 11 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.

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, 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.