

Administrative Assistant

Job Req ID: 12642

Closing Date: 31 August 2021

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 3 August 2021

Vacancy in the Director General's 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.

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

Location

ESA Headquarters, Paris, France

Description

Administrative Assistant in the Foresight, Strategy and Coordination Department, Director General's Services.

Duties

Under the direct responsibility of the Head of the Foresight, Strategy and Coordination Department (DG-5), if appointed to this post, you will be responsible for providing direct clerical and administrative support, and in particular:

- providing direct secretarial support to the Head of Department (managing emails, calendar, travel arrangements and MAS business travel requests, internal and external correspondence, creating and maintaining records and files, handling phone calls);
- assisting with the organisation and follow-up of meetings and seminars organised by DG-5;
- collecting documents, files, general and background information and briefing notes for those meetings and seminars, and ensuring the necessary follow-up actions are carried out;
- updating and maintaining the DG-5 contact database;
- supporting Heads of Office within the Department, as directed by the Department Head;
- coordinating the DG-5 secretariat together with the other administrative support colleagues within the Department;
- liaising with the other assistants to the Director General in his Services;
- liaising with the Business Unit Controller to monitor the DG-5 budget and mission expenditures and support procurement actions;
- assuming other tasks on an ad hoc basis as directed by the Department Head subject to your area of responsibility.

Technical competencies

State-of-the-art knowledge in the area of responsibility at the 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

Ability to establish and maintain effective working relationships

Ability to draft clear correspondence in English

Behavioural competencies

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

Education

You should have completed secondary level education followed by vocational education in administrative and/or secretarial skills.

Additional requirements

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.

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, Lithuania 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.