

## Administrative Assistant

**Job Req ID:** 12850

**Closing Date:** 3 November 2021

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 6 October 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. We therefore 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 for a limited duration of two years and is classified B2-B4 on the Coordinated Organisations' salary scale

### Location

ESA Headquarters, Paris, France

### Description

Administrative Assistant in the Director General and Council Support Division, Director General's Cabinet.

### Duties

Under the direct authority of the Head of the Director General and Council Support Division (DG-OS), you will be responsible for :

- providing direct secretarial support to DG-OS, as well as to the Head of the Director General's Support and Relations with Member States Section (DG-OSD) within the Division (e.g. managing emails, calendar, travel arrangements and mission MAS, internal and external correspondence establishing and maintaining records and files, handling phone calls);
- assisting with the organisation and follow-up of meetings and events;
- collecting documents, files, general and background information and briefing notes for these meetings and events, and ensuring the necessary follow-up actions are carried out;
- updating and maintaining contact databases;
- liaising with the Director General's Office;
- support procurement actions;
- fulfilling other tasks on an ad hoc basis as directed by DG-OS or DG-OSD within the post's area of responsibility.

### Technical competencies

Knowledge of ESA, its activities, programmes and policies

Knowledge of the ESA institutional framework, and of the European and international space sector (institutional, commercial and/or industrial)

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

Strong analytical, reporting and drafting skills

Ability to rapidly assimilate and synthesise complex information

## **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**

Attention to detail and drafting skills, together with the ability to interface well with people at all levels are essential. The successful applicant will also be required to work effectively in a team environment and under pressure. Good judgement, tact and discretion are other necessary qualities.

## **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](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, 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.