

EUROPEAN SPACE AGENCY

Executive Secretary

Job Req ID: 12972

Closing Date: 23 November 2021

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 26 October 2021

Vacancy in the Directorate of Commercialisation, Industry and Procurement.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce & 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 classified B5-B6 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

Executive Secretary to the Director of Commercialisation, Industry and Procurement.

Duties

You will be responsible for the Director's secretariat.

Specific duties include:

- 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 Directorate management meetings, and maintaining the related action list;
- 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;

Knowledge of the relevant Agency rules, processes and procedures
Strong written communication skills, including proofreading and revising documents
Proven administration skills including the management of e-mails, calendar and travel arrangements
Proven experience with document management
Experience with organising large meetings, events and/or conferences
Proficiency in the Microsoft Office suite of software; Word, PowerPoint, Outlook, Excel

Behavioural competencies

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

Education

You should have a third-level education (e.g. short-cycle university education) or equivalent qualification and training in a secretarial college leading to a higher proficiency certificate as Executive Secretary.

Additional requirements

Previous experience in a senior administrative post is mandatory.

You should demonstrate the ability to:

- be well organised, methodical and have attention to detail
- work under pressure in a fast-paced environment, set priorities, use good judgement, and meet deadlines
- have excellent communication skills and effective writing skills, particularly in English
- displaying strong attention to detail, dedication to customer service, and a team approach
- show resourcefulness and initiative in creatively solving problems
- show exceptional professional discretion, tact, and confidentiality

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 email contact.human.resources@esa.int.

Please note that applications are only considered from nationals of one of the following State Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece

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.