

VACANCY NOTICE

Information Management Engineer

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member and Cooperating States in Europe, as well as other users worldwide.

From 2016 onwards, EUMETSAT will also operate the Copernicus Sentinel -3, -4, -5 and -6 missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

EUMETSAT is now inviting well qualified candidates from its Member States to apply for the following post:

POST: Information Management Engineer

LOCATION: Darmstadt, Germany

**DURATION
OF INITIAL
CONTRACT:**

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63, and there are certainly opportunities to establish a long career perspective at EUMETSAT.

BACKGROUND: Within the Information Management (IM) and Configuration Management Competence Area of the Process Assurance and Management Support (PRS) Division, the holder of this post is responsible for establishing and maintaining EUMETSAT's IM processes and working practices in line with the organisation's IM policy.

DUTIES:

The main duties of the post will be as follows:

- Provide advice on Information Management (IM) principles and concepts, applicable processes and best practices across the Organisation;
- Ensure that IM processes and working practices are established, applied and maintained according to the requirements of EUMETSAT's IM Policy and propose improvements to the Policy;
- Define and regularly provide IM Metrics and Key Performance Indicators;
- Review Information/Documentation Management Plans and processes across EUMETSAT Programmes, Departments and Divisions and contribute to their harmonization and to filling gaps in IM implementation;
- Follow up and report on the development and maintenance of EUMETSAT's IM tools and contribute to the testing of new releases of these tools to verify compliance with applicable requirements;
- Establish and maintain an IM training plan and deliver regular training sessions.

QUALIFICATIONS:

- University degree or equivalent in Information/Knowledge Management, or other relevant fields.

SKILLS AND EXPERIENCE:

- Relevant experience in establishing and implementing effective Information or Knowledge Management in advanced technology organisations, preferably in Aerospace;
- Excellent interpersonal skills, with a proven ability to apply these to working within and across teams.

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French.

CLOSING DATE: 28 February 2016

Interviews are tentatively scheduled for week 13/2016.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(15)51) at

www.eumetsat.int

This post is graded A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,284 per month (net of internal tax) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT. EUMETSAT does not operate a nationality quota system but, in recruiting Staff members, the geographical distribution will be taken into account.