

VACANCY NOTICE

Secretary / Administrative Assistant

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.

EUMETSAT also operates several Copernicus 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: Secretary / Administrative Assistant

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: The Secretary / Administrative Assistant provides administrative and secretarial support within the Secretariat of the Operations and Services to Users (OPS) Department.

DUTIES: The main duties of the post will be as follows:

- Carrying out secretarial tasks such as typing, filing, registering incoming and outgoing correspondence and mail in the EUMETSAT Document Management System, and retrieving documents;
- Supporting the Personal Assistant to the Director of the OPS Department with administrative tasks and the preparation of international meetings, involving administrative arrangements, preparation and distribution of documents and arranging for meeting rooms;
- Preparing international and operational correspondence, i.e. letters, memoranda and documents;
- Arranging travel for staff members in the OPS Department;
- Preparing in-house and off-site meetings and arranging and delivering catering for in-house meetings;
- Maintaining and updating relevant address databases;
- Supporting the correct preparation and handling of OPS Department documentation;
- Dealing with external telephone enquiries and administrative enquiries from other Divisions/Departments as well as OPS Department;
- Contributing to the establishing and maintaining of the OPS Secretariat Working Practices;
- Deputising for the Personal Assistant to the Director of the OPS Department during periods of absence.

QUALIFICATIONS:

- A full secondary and/or secretarial education or equivalent professional qualification is required.

SKILLS AND EXPERIENCE:

- Proven secretarial and administrative experience preferably in an international environment
- Previous experience in organising large or complex meetings, workshops and other events
- Excellent typing skills
- Good experience in using PC-based systems, with high proficiency in the MS Office tools package (in particular Word, Excel, and Powerpoint);
- Experience in using Document Management Systems;
- Organised approach and attention to detail;
- Very good communication and team-working skills;
- Strong sense of service-orientation.

The official languages of EUMETSAT are English and French. Fluency in English is required for this post, together with a good working knowledge of French. German would be considered an asset.

CLOSING DATE: 11 December 2016

Interviews are tentatively scheduled for week 7/2017.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(16)54) at

www.eumetsat.int

This post is graded B2/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 3,142 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.