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A WORLD OF DIFFERENCE

VN 20/27 PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL

EUMETSAT is an intergovernmental operational and scientific organisation tasked to monitor weather and climate from Space on behalf of 30 Member States.

EUMETSAT currently exploits a fleet of 10 Earth observation satellites, including three on behalf of the EU Copernicus programme. It is now developing its next generation satellite systems in partnership with the European Space Agency, for deployment in the period 2021-2025.

EUMETSAT is governed by a Council and a Director-General.

The Personal Assistant to the Director-General manages the secretariat of the office of the Director-General and provides personal assistance to him/her in close coordination with the Head of the DG Cabinet.

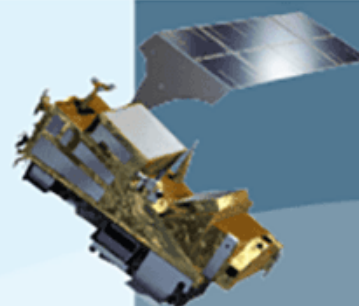
DUTIES

Manage the secretariat of the office of the Director-General and supervise secretarial support to the Director-General, the Chief Scientist and the Head of the Quality Management Unit
Provide personal assistance to the Director-General, including:

- Managing his/her schedule and appointments;
- Filtering external and internal solicitations;
- Managing interactions with offices of high level external contacts;
- Upon request, create, organise and populate non-redundant temporary files on hot topics;

Coordinate with the offices of the four Directors of department and the Head of the Strategy, Communication and International Relations Division, in particular as regards:

- Appropriate sharing of business and management information, including relevant databases
- Planning and assignment or responsibilities for organising high level meetings or events hosted or organised by EUMETSAT;
- Timely delivery of inputs to speeches, presentations, meetings, reports and other management documents;



LOCATION

Darmstadt, Germany



QUALIFICATIONS

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



LANGUAGES

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



DEADLINE

7 July 2020

Supervise preparation of missions and meetings, in close coordination with the Head of the DG Cabinet or departments responsible for the meetings;
Draft general correspondence and proof read produced by the Director-General;

Support the preparation and follow-up of meetings of the Management Board, under the supervision of the Head of DG Cabinet;

Prepare the inputs of the Director General, the Quality Management Unit and the Chief Scientist to the sketch and draft annual budgets and multi-annual financial and human resource plans;

SKILLS AND EXPERIENCE

Successful experience as the personal assistant of a senior executive in a multi-lingual international environment, preferably with exposure to external public and private decision makers;

Experience in the management of the secretariat of a senior executive and coordination with other offices;

Proven experience of organizing VIP meetings in accordance with relevant protocols and with sense of diplomacy;

Autonomy, and proven ability to plan and self-organize and to deliver high quality outputs within deadlines, even in stressful situations;

Strong analytical and synthesis skills;

Excellent English, including the ability to produce high standard correspondence; skills in French and German would be an advantage;

Proficient practice of office software suites (i.e. Word, Excel, PowerPoint, Outlook), and experience of a document management system and an ERP, preferably SAP, with ability to adapt to new tools;

Excellent communication and team-working skills with ability to interact effectively at all levels with tact and diplomacy.

EMPLOYMENT CONDITIONS

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.

This post is graded B5/B6 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5094 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.

ABOUT EUMETSAT

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.)

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