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A WORLD OF DIFFERENCE

VN 20/26 PROCESS AND QUALITY ASSURANCE ENGINEER

In the EUMETSAT matrix organisation, the Technical and Scientific Support (TSS) department provides inter alia quality assurance (QA) and process assurance services to the full organisation, through a dedicated Competence Area of its Process Assurance and Management Support Division (PRS).

Under the supervision of a Quality Assurance Officer, the Quality Assurance Engineer supports quality and process assurance services to the Administration Department and to strategic functions reporting directly to the Director-General.

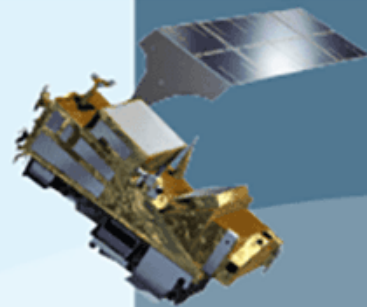
DUTIES

Support the definition, modeling and maintenance of business processes of which pilots belong to the Administration Department, i.e. in the areas of human resources, procurements, finance and management of the headquarters facility;
Support the definition, modeling and maintenance of the Strategy business process for which the Director-General is the pilot;
Review working practices and other documentation supporting the implementation of these business processes, and make sure they are up-to-date, aligned with higher level documentation of the EUMETSAT Management System and properly referenced in process models;
Ensure the compliance of the above processes with the

Provide day to day process quality and assurance support to Divisions and units reporting to the Director of Administration or the Director-General;
Support the Quality Assurance Officer in:

The preparation of departmental Performance Reviews of the Administration Department, in particular in the assessment of the level of process and performance control and the relevance of indicators;
The preparation of inputs from the Administration Department to the corporate Management Reviews of the EUMETSAT Management System;

Upon request, provide quality assurance support to specific



LOCATION

Darmstadt, Germany



QUALIFICATIONS

University degree or equivalent in a relevant engineering or business studies discipline



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

1 June 2020

requirements of the overall EUMETSAT Management System and the ISO 9001 standard; Prepare and support relevant Process Reviews with the process pilots, and follow up the implementation of agreed improvements;

projects run by the Administration Department; Perform or support internal quality audits as part of the EUMETSAT internal auditor team and supervise the audit follow-up activities.

SKILLS AND EXPERIENCE

Proven experience in quality and process assurance in a medium-size entity ;
Knowledge of process modelling methodologies and documentation of a quality management system;
Knowledge of internal quality audit practices;
Knowledge of Project Management methodologies would be an advantage;
Ability to analyse, synthesise and communicate complex issues;
Good planning skills and autonomy;
Good interpersonal skills and a proven ability to apply these to the interactions with teams.

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 A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,797 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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