

VN 25/55 Information Management Officer

As a member of the Information Management (IM) Competence Area in the Process Assurance and Management Support (PRS) Division, the holder of this post is responsible for the definition and implementation of EUMETSAT information management governance.

The Information Management Officer ensures robust and effective information governance across the organisation by developing and maintaining policies, processes, and standards for managing information. This role supports digital transformation, safeguards information assets, and promotes best practices, while collaborating with colleagues to implement continuous improvements and ensure compliance with all regulatory and organisational requirements.

Duties

- Develop, maintain, and implement policies and practices that facilitate the management of information throughout the life cycle in line with business needs and applicable regulations;
- Develop, maintain, and implement provisions for records and archives such as collection management, retention schedules, and preservation plans;
- Define, maintain, and implement standards for metadata, controlled vocabularies, and classification schemes to ensure consistency, discoverability and interoperability of information across EUMETSAT tools and
- Contribute to the development and maintenance of EUMETSAT tools, targeting harmonisation and compliance with IM policy and associated requirements;
- Curate regular awareness activities and training plans to ensure IM policy is adequately communicated and understood across the organisation;
- Define and monitor IM metrics and key performance indicators, including IM framework effectiveness, considering ongoing changes in technology and digital processes.



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

University degree in Information or Records Management, or other relevant field.



LANGUAGES

Candidates must be able to work effectively in English and have some knowledge of French.



DEADLINE

20 October 2025

processes;

Skills and Experience

- Excellent knowledge of Information Management key principles, concepts and best practices with proven experience implementing them in technologically advanced organisations with development and operations activities,
- Sound knowledge of Archives or Records Management
- Sound knowledge of Information Architecture and Organisation
- Practical experience in writing and implementing information management documentation
- Practical experience in implementing and administrating business applications to meet requirements for creating, maintaining, storing, archiving and retrieving information assets
- Excellent interpersonal skills, with a proven ability to communicate effectively and drive change within and across teams
- Knowledge and experience with relevant standards or models, e.g. ISO, ECSS, OAI (Open Archival Information System), CMMI (Capability Maturity Model Integration), as well as project management and change management will be additional assets.

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 7,340 per month (net of internal tax but excluding pension contribution and insurances) 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 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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