

VN 24/65 Junior International Relations Officer (ECEP) (Closed)

Be part of a small dynamic team in the Strategy, Communication and International Relations division.

You will contribute to the fulfilment of EUMETSAT's strategy in bringing more value to its member states through multilateral and international cooperation.

The Strategy, Communication and International Relations (SCIR) Division is responsible for maintaining crucial relations with EUMETSAT member states, international partners and agencies and ensuring communication efforts, internally and to the outside world, are aligned with the organisation's strategy.

Within SCIR, the International Relations Team is in charge of cooperation with weather and climate space agencies, of providing the Coordination Group for Meteorological Satellites (CGMS) Secretariat, and of interactions with the World Meteorological Organization (WMO), as well as cooperation with Africa, Western Balkans, Eastern European, Caucasian and Central Asian countries. It also coordinates EUMETSAT's involvement in the Committee on Earth Observation Systems (CEOS) and the Group on Earth Observation (GEO).

In addition to EUMETSAT's mandatory satellite programmes, EUMETSAT cooperates with European and international partners to implement its own and third-party satellite programmes.

Duties

- Assist in managing the day-to-day CGMS Secretariat interacting with CGMS members. This entails among other contribution to the annual cycle of CGMS plenary and associated working groups; coordination and optimisation of the overall EUMETSAT working paper preparation; organisation
- Support activities, such as user fora, workshops and/or information days related to EUMETSAT cooperation with user communities and institutions in Africa, Western Balkans, Eastern Europe and Central Asia;
- Support the coordination of interactions with international bilateral and



LOCATION

Darmstadt, Germany



QUALIFICATIONS

Candidates shall hold a university degree in a relevant discipline, such as climate or environmental sciences, environmental engineering, geography, political sciences or international relations.

Holding a double degree in a scientific or engineering discipline together with one in political sciences or international relations would be an advantage.



LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in both English and French and have an excellent level of written English. Basic knowledge of

and follow-up internal interactions on CGMS; book captain for the annual plenary report, including note taking, editing, and publication; CGMS website content management and contribution (cgms-info.org); management and monitoring of the CGMS Secretariat e-mail account; optimisation and management of lists of actions and document sharing facilities;

- Assist with internal coordination of EUMETSAT support to the World Meteorological Organisation (WMO), oversee EUMETSAT contributions to WMO activities, follow up on the various expert team meetings and compile annual output summaries for management information, and update of the associated expert database;

multilateral partners as described further above;

- Support and contribute to EUMETSAT third party activities as necessary;
- Draft correspondence, presentations, documents, reports and articles;
- Organise meetings (preparing and coordinating meetings/visits/events with international partners, including drafting agendas, minutes, and managing follow-up actions);
- These above duties will also involve national and international travel.

other languages would be advantageous, in particular non-European languages such as Arabic or Chinese.



DEADLINE

3 March 2025

Skills and Experience

- Outstanding motivation to develop towards full professionalism in an intergovernmental organisation in the area of international relations;
- Excellent interpersonal skills and a sense of diplomacy, including sensitivity toward cultural aspects, differences and protocols, including the ability to communicate at different levels;
- Excellent writing and drafting skills, with proven ability to synthesise and transform complex scientific and political topics into clearly and concisely written reports and texts for wider audiences;
- Experience in organising meetings would be advantageous;
- Proven ability to work in a team, and proven experience building relationships and networking internally and externally;
- Readiness to learning and growing expertise in this field.

Employment Conditions

The assessment day is planned for April 2025, with the anticipated start date of 1 October 2025.

The initial contract will be under the EUMETSAT Early Career Employee Programme (ECEP), for two (2) years with grade A1. Subject to successful performance, a further contract of 5 years' duration will be awarded in a post graded A2-A4. Additional contracts may be 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. Further information on the Early Career Employee Programme (ECEP) can be found [here](#).

The basic salary for this post is EURO 5594 per month (net of internal tax but excluding pension contribution and insurances). 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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