

VN 24/27 Protocol and Administrative Coordinator (Closed)

EUMETSAT is Europe’s meteorological satellite agency. As an intergovernmental European organisation with 30 Member States, 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 and Hydrological Services of the Organisation's Member States, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provides data services to the Copernicus marine and atmospheric services and their users.

The mission of the Legal Affairs Division of the Administration Department is to provide legal advice and service to the Organisation and to the EUMETSAT Delegate Bodies, composed of Member State representatives. The Head of the Legal Affairs Division also performs the role of Data Protection Officer with the support of the legal officers of the division.

Reporting to the Head of Legal Affairs Division (LAD), the Protocol and Administrative Coordinator provides administrative and coordination support to the Head of Division as described below.

Duties

Support to EUMETSAT

Delegate Bodies:

- Draft minutes of meetings, in particular of Delegate Body meetings, and coordinate the related approval and publication process;
- Organise meetings of the Data Policy Group (DPG), composed of representatives of Member States, and act as meeting Secretary;
- Provide secretarial and

General administrative and

legal support:

- Prepare correspondence with international and national partners and authorities;
- Provide administrative and coordination support in the area of data protection;
- Coordinate approval processes for legal documents and the signing of agreements with external partners;
- Organise external and



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education is required, relevant additional specialised training and/or university degree (e.g. in business or legal studies) advantageous.



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. German language skills are a strong asset.



DEADLINE

9 September 2024

administrative support to other EUMETSAT

Delegate Body meetings;

- Coordinate and support the submission of LAD documents for Delegate Bodies;

Project Control and Procurement Management:

- Manage agreements and divisional procurement contracts (primarily contracts with external legal service providers), in coordination with EUMETSAT Project Controllers as necessary, and process the related SAP workflows;
- Prepare the divisional budget and oversee its implementation within SAP;

internal meetings, often with a considerable number of participants, and provide secretarial support for such meetings;

- Set up and maintain documentation in support of the work of the division (excel sheets, overview and tracking tables etc);
- Establish and maintain the divisional filing system, both electronically and in hard copy, and train and support division members on the correct use of the documentation management system;
- Coordinate and provide other secretarial support as required (e.g. divisional travel arrangements).

Skills and Experience

- Considerable proven administrative, secretarial, and protocol experience in a multi-lingual and/or international environment (minimum 5 years);
- Experience in the use of MS Office applications (in particular Word, Excel, Outlook and PowerPoint), of electronic documentation management and enterprise resource planning system preferably SAP;
- Ability to communicate effectively with international staff on all levels;
- Excellent writing skills, in particular minute and report writing skills;
- Strong support and user orientation;
- Structured and result oriented approach;
- Strong sense for confidentiality and data protection requirements;
- Proactive attitude and strong sense of team working;
- Supervisory skills desirable.

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 B3/B5 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 4759.79 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.)

[Apply Now](#)