

VN 26/35 Information Management Administrator

EUMETSAT is Europe's meteorological satellite agency - monitoring the weather and climate from space - 24 hours a day, 365 days a year.

This is your chance to contribute to a world leading earth observation programme, set to generate global weather forecasting and climate monitoring benefits. As an Information Management Coordinator, you will be at the heart of ensuring all elements of this complex system work together to deliver world leading meteorological products.

In the EUMETSAT matrix organisation, the Technical and Scientific Support (TSS) department provides support to the development and operations of EUMETSAT satellite systems, in particular ground systems, as well as management support services to the full organisation, through its Process Assurance and Management Support Division (PRS).

The Information Management (IM) Competence Area of the PRS Division supports digital transformation, safeguards information assets, and promotes best practices, while collaborating with colleagues across EUMETSAT to implement continuous improvements and ensure compliance with all regulatory and organisational requirements.

Reporting to the Competence Area Manager, the Information Management Coordinator provides information management support to all EUMETSAT business areas and contributes to the evolution of the overall IM framework.

Duties

The main duties will be as follows:

- Support regular monitoring activities, deriving insights to define operational improvements, system enhancements, and strategic changes linked to the IM roadmap.
- Provide training and
- Administer standard information management activities, including:
 - Receiving, registering, and dispatching information in line with working practices;
 - Coordinating document release and approval



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Qualification or professional certification in information management, records management or a related domain.



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

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promote awareness and consistent use of information management working practices.

- Provide dedicated community support to power users of the information management tool, including workshops, training sessions, and communications.
- Support the testing of enhancements to information management tools and associated release communications and support.

processes including support to review and configuration control/baseline processes;

- Assisting business areas with the maintenance of document and information structures and the coordination of bulk updates on request;
- Supporting digitisation activities;
- Processing Copernicus-related and other sensitive information, including information subject to export control, procurement, or intellectual property requirements.

Skills and Experience

- Proven experience using enterprise-wide content management tools in a documentation/information-intensive industry (e.g. aerospace, defence, finance, or similar);
- Demonstrated knowledge and/or experience in topics related to the expressed duties.
- Ability to handle peaks of workload by self-organisation and management of priorities;
- Ability to provide advice/guidance to users in order to ensure information and document management working practices are followed;
- Excellent communication and interpersonal skills and the ability to work as part of a team;
- Strong service and customer focus.

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 5030.52 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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