

# VN 26/10 Information Management Coordinator

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 quality assurance and 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 provides 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

- Ensure that information conforms to IM policies and working practices;
- Promote awareness of the IM framework, compliance topics, working practices and tools;
- Coordinate the records management function, maintaining the EUMETSAT retention schedule and implementing associated information lifecycle management activities;
- Maintain and implement standards for metadata, controlled vocabularies, and classification schemes to ensure consistency,
- Contribute to digitalisation efforts, including:
  - providing advice and guidance;
  - updating working practices and delivering trainings;
  - participating in and coordinating projects in areas such as lifecycle management, compliance, digitisation, and content discoverability;
  - supporting the deployment and enhancement of IM support tools and



### LOCATION

Darmstadt,  
Germany



### QUALIFICATIONS

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



### LANGUAGES

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



### DEADLINE

10 March 2026

discoverability, and interoperability across EUMETSAT tools and processes.

related change management tasks.

- Coordinate compliance initiatives, including the implementation of frameworks for export controls, intellectual property protection, and the protection of sensitive information.

## 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 such as records management, export control, and metadata;
- 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 B4/B6 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,607 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.**

**Applicants are required to disclose all nationalities they have held and currently hold in order to determine whether they can exercise the role as advertised in compliance with applicable export control regulations.**

## 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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