

# VN 25/19 Information Management Competency Area Manager (Closed)

EUMETSAT is Europe's meteorological satellite agency, operating a fleet of satellites delivering weather and climate-related satellite data and images to our users worldwide; helping protect lives, property and industries. Further satellites are in preparation for launch.

The Information Management Competence Area Manager (IM CAM) is the team manager of the IM team, considered to be the key pillar in the elaboration of information management strategy and its implementation across the whole Organisation. Under the guidance of the IM Steering Committee, the successful candidate will provide cross-organisational support in defining the IM policies and processes together with support for their implementation in benefit of all users in the organisation. In this role, she/he will be the leader of new initiatives in Information Management and closely collaborate with stakeholders across the organisation.

Reporting to the Head of Process Assurance and Management Support Division (PRS), the successful candidate will get the unique opportunity to contribute with her/his expertise, leadership skills and strategic mind-set to all information management activities across EUMETSAT. Supported by a talented team, s/he will get the opportunity to make impact on the future of information management at EUMETSAT.

## Duties

- Manage the Information Management Competence Area (IM-CA) team, including planning for and securing the continued availability of Information, Knowledge and Documentation Management (IM/KM/DM) skills, knowledge, competencies and expertise;
- Provide operational support to the EUMETSAT Information Management Steering Committee (IMSC) and participate in the IMSC in order to propose, discuss and validate evolutions to the IM framework including policy aspects;
- Manage the effective delivery of IM services to all departments;



### LOCATION

Darmstadt,  
Germany



### QUALIFICATIONS

University degree in Information/Knowledge Management, or another relevant field.



### LANGUAGES

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



### DEADLINE

21 April 2025

- Ensure that an efficient, future-proof IM framework is applied, maintained and continually improved; with corresponding processes and practices and in line with EUMETSAT Management System and external standards (such as e.g. relevant to export controls);
- Assess new emerging technologies and their potential application and impact in the EUMETSAT IM framework;
- Collaborate with Information Technology Division (ICT) to evaluate and enhance the organisation's information management system;
- Manage the establishment of Knowledge Management framework;
- Establish and maintain an IM training plan and deliver regular training sessions;
- Monitor IM best practices and standards, assess relevance to EUMETSAT and propose their implementation to IMSC.

## Skills and Experience

- Extensive experience in Information, Knowledge and Documentation Management, particularly in a large documentation-intensive industry (e.g. aerospace, defence, finance, or similar);
- Demonstrated experience in leading teams, developing people, managing performance and ensuring long-term continuity of critical skills;
- Demonstrated experience in defining, implementing and improving organisation-wide information, documents or knowledge management solutions, policies, objectives, processes or working practices;
- Sound problem solving/analysis and monitoring skills;
- Technological adaptability and innovation mindset;
- Familiarity with technologies such as AI/ML and cloud computing will be considered an advantage;
- Strong communication and interpersonal skills, with a proven ability to apply these to working within and across teams, as well as a customer-oriented approach.

# 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 A3/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 9,058 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.)

[Apply Now](#)