

VN 26/15 User Engagement and Training Event Administrator (CLOSED)

We are no longer accepting applications to this role

EUMETSAT's user engagement and training activities support the users to make best use of satellite data in operational, research and commercial sectors. The primary focus of EUMETSAT's user engagement and training activities are the EUMETSAT Member States and EU Copernicus Services and downstream users. We also work with partners in Africa, the Middle East and Latin America.

Reporting to the User Support and Engagement Services Manager within the User Support and Climate Services Division, the User Engagement and Training Administrator actively contributes to the success of external training events organised, co-organised and/or sponsored by EUMETSAT, by providing administrative support.

Duties

- Provide administrative and logistical support for the user engagement and training events organised and co-organised by EUMETSAT (procurement, travel, accommodation, promotional items, local support ...);
- Support sponsored participants attending training events, workshops and conferences;
- Provide first line support to trainers and participants on e-learning tools (e.g. Moodle, Zoom and MSTEams);
- Maintain and continuously improve the user engagement and
- Support budget preparation, as well as monitoring, controlling, and reporting on the user engagement and training budget implementation;
- Support the monitoring and evaluation of user engagement and training events;
- Support the gathering and recording of user profile information to help EUMETSAT to shape its future services to users.



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education is required. A formal qualification in Training Administration or a comparable formal qualification is highly desirable.



LANGUAGES

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



DEADLINE

24 April 2026

training administration
processes,
documentation and tools;

Skills and Experience

- Proven administration experience, ideally related to user engagement and/or training, with strong organisational skills and an understanding of budgeting;
- Experience of organising meetings, including travel, remotely and in non-European locations;
- Excellent communication skills in written and spoken English, and demonstrable customer service orientation;
- Experience of supporting online training events and courses and of using learning technologies would be an advantage;
- Proficiency in using MS office software with proven experience in using MS Excel for monitoring and reporting of expenditure;
- Experience of an ERP software (such as SAP) would be an advantage.

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 B2/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 4,426 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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