

VN 23/53 Knowledge Management Officer (Closed)

The VN is closed. We do not accept further applications for this role.

EUMETSAT continues its evolution from documentation management towards management of information. As an organisation, which develops and operates multi-years programmes the knowledge management is of tremendous importance.

Reporting to the Competence Area Manager for Information Management in the Process Assurance and Management Support Division (PRS), the post holder will be responsible for the EUMETSAT knowledge management framework. The successful candidate will have the opportunity to coordinate the implementation of a comprehensive and continuously evolving, knowledge management framework, in direct liaison and in close interaction with those responsible for the various knowledge management initiatives across EUMETSAT.

Together with stakeholders from the IM team; providing cross-organisational expertise, knowhow and support across EUMETSAT; and stakeholders from other teams, he/she will have a unique opportunity to contribute to the continuous improvement of a learning organisation.

Duties

- Establish a Knowledge Management Framework complementing already existing or identified components, such as e.g. communities of practice or oral archives;
- Coordinate and plan the end-to-end implementation of the Knowledge Management Framework in collaboration with relevant stakeholders;
- Support the Organisation in selecting and implementing tools related to knowledge capture, sharing and retrieval, such as collaborative tools or search engines.
- Develop and implement programmes focused on fostering an organisational culture that supports learning and knowledge sharing in



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Advanced
University degree in
Knowledge
Management or
other relevant field.



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

15 January 2024

- Support the Organisation in raising awareness about Knowledge Management principles and practices and integrating them into business activities;
- Develop, implement and maintain provisions for supporting the life cycle of knowledge in liaison with relevant stakeholders;
- close co-operation with those responsible for training and change management at EUMETSAT;
- Assess the effectiveness of the Knowledge Management Framework on a regular basis and provide key performance indicators to EUMETSAT senior and line managers.

Skills and Experience

- Excellent knowledge of Knowledge Management principles, concepts and best practices;
- A minimum of 3 years demonstrated experience in designing and implementing knowledge management initiatives or activities;
- Good knowledge and experience with tools supporting knowledge sharing, capture and retrieval;
- Knowledge and experience with relevant standards or models (such as e.g. ISO 30301, ISO 30401);
- Good knowledge and practical experience in process modelling tools and techniques;
- Excellent communication and interpersonal skills, with a proven ability to apply these to working within, and across teams within the Organisation;
- Strong analytical and problem-solving abilities to identify and address knowledge-related challenges and find innovative solutions;
- Familiarity with the space industry or similar technology-intensive industry can be an asset.

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 A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 6903 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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