

VN 24/35 Facility Services and Health & Safety 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.

EUMETSAT is headquartered in Darmstadt, where over 1,000 employees and contractors from 30 Member States collaborate to develop and operate a fleet of state of the art earth observation satellites. The headquarter also houses a large data centre building and the operations control centre which is staffed 24 hours a day and 7 days a week to ensure that EUMETSAT's important mission can be fulfilled.

The headquarter campus has recently seen a large expansion through the construction of new buildings, including an own Childcare Centre.

Within the General Services Division (GES), providing Facility Management (FM) Services for the EUMETSAT Headquarters Buildings and their facilities, the Facility Services and Health & Safety Manager will lead a sizeable team responsible for the procurement and provision of facility services, including 24/7 site security, canteen and catering services, office cleaning and other important services to ensure that the headquarter remains a safe, secure and attractive place to work.

In addition, the Facility Services and Health & Safety Manager will be responsible for establishing and implementing modern accommodation concepts and long-term accommodation plans in line with Management Board guidance and Human Resources policies to ensure that the growing EUMETSAT workforce is effectively provisioned with office space and as such enabled to maintain its highly productivity and collaborative nature.

Furthermore, the selected candidate will be in charge of the development, evolution and implementation of the organisation's Health & Safety policy.

Duties

The main duties are to:

- Manage a team
- Ensure the implementation of site security at EUMETSAT



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

University degree in
Facility
Management,
Business
Administration or
another relevant
discipline;

Certified knowledge
in occupational
Health and Safety
would be an
advantage.



LANGUAGES

The official
languages of
EUMETSAT are
English and French.
Candidates must be
able to work
effectively in
English. In addition,
due to interactions
with local
authorities and
service providers,
the candidate must
also be able to work
effectively in
German.



DEADLINE

17 October 2024

responsible for the procurement and provision of facility services and develop its skills and know-how;

- Manage procurements of on-site facility services and oversee their implementation and service level (24/7 site security, reception, canteen, catering, cleaning, handymen, etc.);
- Assess and plan accommodation needs for office space and technical equipment, monitor available capacity and its actual use, establish and maintain a long-term facility master plan and supervise all moves and other accommodation-related matters accordingly;
- Develop concepts for new office layouts and related change management/implementation plans;

Headquarters to ensure the protection of vital infrastructure, including the provision of security services, the day-to-day interaction with local authorities and support the development and evolution of the Site Security Policy;

- Develop and continuously evolve EUMETSAT's Occupational Health & Safety policies, processes and procedures and manage and oversee their implementation accordingly;
- Oversee the organisation of on-site events, including provision of related infrastructure and catering;
- Plan the financial and human resources necessary for all above activities.

Skills and Experience

- Extensive experience in facility management, including the procurement and management of external service providers, such as site security, catering, cleaning, etc.;
- Proven knowledge and experience of occupational health & safety regulations, security and fire prevention concepts;
- Proven experience in developing and maintaining a long-term facility master plan and establishing accommodation concepts and overseeing their implementation;
- Demonstrated leadership skills with solid experience in team management;
- Strong analysis, problem solving and presentation skills and well as good interpersonal and communications skills, team spirit and service orientation;
- Experience with a quality management system (ISO 9001) and a security management system (ISO 27001) would be advantageous;
- Computer skills, in particular, good knowledge of MS Office, Outlook and a CAFM system.

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 7146 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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