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(English only)

## EUROPEAN SPACE AGENCY

### Vacancy in the Directorate of Technical and Quality Management

The European Space Agency is an equal opportunity employer and encourages applications from women

**POST** Secretary/Administrative Assistant to the Head of the Mechanical Engineering Department, [Directorate of Technical and Quality Management](#).

This post is classified in the B2/B4 grade band of the Coordinated Organisations' salary scale.

**LOCATION** ESTEC, Noordwijk (The Netherlands).

**DUTIES** The postholder will report to the Head of the Mechanical Engineering Department. Specific duties will include:

- providing secretarial assistance, handling telephone enquiries, processing incoming and outgoing mail;
- organising the Department Head's diary, appointments and missions and keeping him informed of issues of concern during his absence;
- drafting routine correspondence and documents, preparing and processing data, typing correspondence, documents and presentation material in English and French;
- Taking minutes of departmental management meetings and keeping up-to-date the list of actions defined during those meetings;
- maintaining the document and mail archiving systems.

Responsibilities towards the whole Department will include:

- supervising and coordinating overall secretarial support in the Department, in particular in respect of continuation of service whenever a secretary is on annual or sick leave;
- ensuring the efficient use of secretarial tools across the Department.

In addition, the incumbent will be asked to carry out a variety of administrative tasks according to the specific requirements of the post such as maintaining departmental records and files, and synthesising information.

The postholder will also be required to liaise with the Director's office and to provide support on request.

## **QUALIFICATIONS**

Applicants for this post should have a good general education to at least secondary level and professional training in administrative techniques or in secretarial-related activities. Solid experience in the secretarial domain is mandatory.

Proficiency in the use of the Agency's information systems and tools is required.

Candidates are expected to demonstrate excellent interpersonal and communication skills, an ability to work effectively in a team environment and under pressure, as well as demonstrating good judgement, tact and absolute discretion. Strong planning and organisational skills, as well as flexibility and attention to detail, are also essential requirements.

The working languages of the Agency are English and French. A good knowledge of one of these languages is required together with a working knowledge of the other language. Knowledge of another Member State language would be an asset.

## **CLOSING DATE**

The closing date for applications is **12 September 2014**.

Applications from external candidates for this post should preferably be made [on-line](#) at the ESA Web Site ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply on-line should submit their CV to the Head of the Human Resources Division, ESTEC, Keplerlaan 1, 2201 AZ Noordwijk ZH (The Netherlands).

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2ESTEC](#).

The Agency may require applicants to undergo selection tests.

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**Under ESA Regulations, the age limit for recruitment is 55. Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.**

**Priority will be first given to internal candidates and secondly to external candidates from under-represented member states.**

**In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.**