

## **VACANCY NOTICE**

### **DIRECTOR OF ADMINISTRATION**

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 and Cooperating States in Europe, as well as other users worldwide.

As an intergovernmental European Organisation, EUMETSAT has 27 Member States (Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

EUMETSAT is now inviting well qualified candidates from its Member States to apply for the following post:

**POST:** Director of Administration

**LOCATION:** Darmstadt, Germany

**DURATION  
OF INITIAL  
CONTRACT:** 4 years.

**DUTIES:**

Supported by a Department involving over 100 staff and consultants, the Director of Administration is responsible for the delivery of all administrative support to the whole organisation. The Director of Administration reports to the Director-General and is a member of the EUMETSAT Management Board.

The main duties will be to:

- Manage the Administration Department and its allocated resources;
- Manage, implement, assess and continuously improve administrative, financial, human resource and procurement processes to fulfil EUMETSAT business objectives, in compliance with the Financial and Staff Rules and relevant standards and policies;

- Maintain, enforce and improve the internal control framework, taking into account feedback from line managers and the Financial Controller on a priori controls, and from internal and external audits;
- Formulate human resource policies for staff and consultants and supervise their implementation, including assessment of human resource planning, management of pension funds and interactions with the Staff Association Committee and Co-ordinated Organisations;
- Establish, validate and assess financial planning, draft budgets and annual accounts in compliance with relevant standard (e.g. IPSAS), and assess financial risks;
- Maintain, assess and develop the SAP-based Enterprise Resource and Planning system to fulfil evolving needs, and provide guidance and support to its users;
- Supervise the implementation of the end-to-end procurement process, assess its capability to achieve best value for money, and advise on critical procurements;
- Deliver legal expertise and advice required for the management of the organisation, its data policy and the negotiation of co-operation agreements with third parties, including the European Commission;
- Manage the Headquarters premises and its facilities in close co-ordination with the departments responsible for operations-critical technical infrastructure;
- Deliver general services to the whole organisation, including generic Information Technology support; maintain related systems and supervise their development, and provide support to users;
- Organise meetings of Council and manage interactions with Member and Co-operating States, the Host Country and local authorities, in the relevant areas of responsibility.

**QUALIFICATIONS:**

- University degree, preferably in Business Administration or another relevant discipline;
- A minimum five years experience and proven track record at senior management level in a relevant field, preferably in a high tech and international environment;
- A minimum ten years experience with overall responsibility in one relevant area of expertise (legal, financial, human resources, procurement, facilities);
- Experience of management of large administrative teams;
- Substantial experience of use and tailoring ERP systems, preferably SAP;
- Proven ability to anticipate organisational needs and to develop relevant strategies with the customers of administrative services;
- Evidence of leading role in successful change management projects;
- Highly developed relationship building and negotiation skills;

- Capability to plan, organise and monitor complex activities;
- Fluency in English or French together with a working knowledge of the other language.

**CLOSING DATE: 20 September 2013**

Selection activities including an interview are scheduled for 31<sup>st</sup> October and 1<sup>st</sup> November 2013, and availability is required on both dates.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(13)14) at**

**[www.eumetsat.int](http://www.eumetsat.int)**

This post is graded A5/A6 on the EUMETSAT salary scales. The minimum basic salary for this post will be in the range of grade A5 step 1 – grade A6 step 1, i.e. EURO 8,482 – 10,024 per month, net of internal tax 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 and benefit 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. EUMETSAT does not operate a nationality quota system but, in recruiting Staff members, the geographical distribution will be taken into account.**