

VACANCY NOTICE

DIRECTOR OF PROGRAMME PREPARATION AND DEVELOPMENT

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 Programme Preparation and Development

LOCATION: Darmstadt, Germany

**DURATION
OF INITIAL
CONTRACT:**

4 years.

DUTIES:

Supported by a Department involving over 70 staff and consultants, the Director of Programme Preparation and Development is responsible for establishing EUMETSAT operational meteorological and environmental satellite systems meeting agreed requirements. The Director of Programme preparation and development reports to the Director-General and serves as his/her Deputy. He/she is a member of the EUMETSAT Management Board.

In the capacity of Director of Programme Preparation and Development, the main duties will be to:

- Manage the Programme preparation and Development (PRD) department and its allocated resources, and maintain its competencies at the level required;

- Prepare new EUMETSAT programmes and create the conditions for their approval by the Council. This includes mission definition and feasibility studies, negotiation of cooperation with ESA and other development partners, planning and costing of development and risk assessment;
- Manage a portfolio of approved development programmes for new satellite systems until their hand over to operations. This includes;
 - detailed design, development, verification and validation of new satellite systems and associated major procurements (ground segment, launch services, etc.);
 - management of cooperation with ESA and other development partners;
 - programme and resource planning, risk management and high level reporting;
 - preparation of all programme-related decisions required at organisational level;
- Manage the delivery of recurrent spacecraft to operations and the provision of satellite and instrument expertise throughout the operational phase of programmes;
- With the support of the Technical and Scientific Support (TSS) department, continuously improve programme management, control and administration processes to meet quality and business objectives;

In these duties, the holder of the post will be supported by two Associate Directors responsible for Geostationary (GEO) and low Earth orbit (LEO) satellite programmes.

In the capacity of Deputy to the Director General

- Advise and assist the Director-General on programme and long term planning issues and high level interactions with ESA, other development partners and industry leaders.

QUALIFICATIONS:

- University degree in a relevant engineering discipline;
- Minimum of five years experience in the management of a portfolio of satellite system development projects, preferably for Earth Observation;
- Minimum of ten years experience in the management of development projects for complex satellite systems, preferably for Earth observation;
- Proven ability to plan and manage complex development projects under schedule, quality and cost constraints, preferably in a matrix organisation and in an international environment;
- Proven experience in product and process assurance throughout the development lifecycle;
- Highly developed relationship building and negotiation skills;

- Demonstrated capability to lead large interdisciplinary teams and guide experienced programme managers;
- Successful experience of management of customer – support relationship in a matrix organisation would be an advantage;
- Knowledge of ESA would be an advantage;
- 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 30 and 31 October 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)13) at

www.eumetsat.int

This post is graded A6 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 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.