

VACANCY NOTICE 01/2024: EUMETNET Administrative Coordinator

LOCATION:	Home-based with occasional travel within Europe
TYPE:	Full-time employment
DURATION:	Initial two-year contract (with a six-month probationary period) with a possibility of renewal

BACKGROUND

EUMETNET SNC is a European Network of National Meteorological Services (NMSs) organised as a general partnership under Belgian law with its registered office at c/o Institut Royal Météorologique de Belgique, Avenue Circulaire 3, BE-1180 Brussels.

The mission of EUMETNET SNC is to support its members, 33 European NMSs, to enhance and share their individual and joint capabilities through well-established cooperation programmes, as well as to nurture enhanced networking to effectively address emerging challenges in the changing environment.

EUMETNET's cooperation programmes focus on filling the gaps in meteorological observations in data-sparse areas, exploring novel data sources, sharing observation data and making them available to users, enhancing Members' capacity in weather and climate services, including effective early warning systems, defending common interests of Members, and collectively representing them towards EU institutions and other third parties. Programmes are executed by members, the so-called coordinating members.

The main task of the Secretariat is to coordinate the EUMETNET activities, support the coordinating members in implementing the cooperation programmes, and provide support on specific topics, such as European affairs, frequency management, federated data management, etc.

One of the activities under the responsibility of the Secretariat is the EUMETNET's Data Availability and Policy Support Programme (EUMETDAPS). The main objective of this programme is to assist the EUMETNET members in aspects of data policy, data availability and relations with the private sector. The EUMETDAPS Programme Manager is also involved in several European-wide projects relating to data availability. Furthermore, the EUMETDAPS optional data charging clearing house module deals with the administration regarding shares from licensing chargeable data.

More information about EUMETNET SNC and its Secretariat can be found on www.eumetnet.eu

DUTIES AND RESPONSIBILITIES

As an integral member of the EUMETNET Secretariat and the EUMETDAPS programme management team, the Administrative Coordinator will be responsible for:

- Organising Working Group and Task Team meetings supported by the Secretariat and involving the Executive Director or Deputy Executive Director.
- Organising meetings of the Executive Director and Deputy Executive Director with members and third parties.
- Tracking progress on actions agreed upon at the above-listed meetings and following up with the responsible persons.

- Managing travel arrangements of the Secretariat staff, including transport and accommodation reservations and appropriate reimbursement of expenses.
- Drafting correspondence and reports based on instructions from the Executive Director or Deputy Executive Director, previous correspondence or other available information sources.
- Responding to or coordinating responses to information requests and enquiries from members and third parties, including those received via the EUMETNET info email and website.
- Reporting on the activities of EUMETNET as a Data-Charging Clearinghouse for the Members that still charge for their data.
- Assisting the Executive Director and Deputy Executive Director in their engagement in EU and other third-party projects.
- Assisting in preparing presentation materials for the Executive Director and Deputy Executive Director using appropriate technology/software.
- Managing user accounts of the EUMETNET member portal
- Maintaining and updating basic information on the EUMETNET member portal and website.
- Maintaining the electronic filing system and document archive, ensuring the safekeeping of confidential material.
- Carrying out other relevant duties as required.

QUALIFICATIONS

Education and Work Experience

A relevant bachelor's degree or equivalent (e.g. in business administration, management, technical or natural sciences) is required. Relevant certificate in business administration and/or project management will be an advantage.

Additionally, at least three (3) years of progressively responsible experience in similar administrative roles, preferably in an international environment or supporting international projects, is required.

Exceptionally, applications from candidates with a completed secondary education in a relevant discipline, plus at least five (5) years of work experience in similar administrative roles and submitted certifications in business administration and/or project management, will be considered.

Competencies

The following competencies are requested from the candidates:

- Highly organised with a proven ability to manage and deliver complex administrative tasks with competing workloads and sometimes to very short deadlines, on time and in full.
- Ability to work remotely and independently on agreed tasks with periodic guidance and supervision.
- Strong interpersonal and team-working skills, with the ability to identify where improved administrative processes would enhance delivery and efficiency.
- Excellent knowledge of English, both written and oral communication. Experience in communicating with people for whom English is not their first language is an advantage.

- Demonstrated ability to efficiently use all common Microsoft 365 applications (Word, Excel, PowerPoint, and SharePoint) in a work environment.

SALARY

The annual gross salary on the initial appointment will be between 40,000 and 54,000 EUR, depending on the candidate's profile. The Administrative Coordinator will be employed according to the national employment law in the country of their residence. Therefore, the annual gross salary will be subject to all relevant deductions, including national health insurance and pension schemes.

HOW TO APPLY?

Interested candidates are requested to send a cover letter highlighting their qualifications and motivation for the job. They should attach their Europass CV (or equivalent), proof of required education, and proof of having no criminal record. They should also include details of two references that can be contacted to confirm the candidate's experience and reliability.

Applications (and any questions for clarification) should be sent to the Executive Director, Dr Klemen Bergant, at info@eumetnet.eu

PUBLICATION DATE: 7 November 2024

DEADLINE FOR APPLICATION: 24 November 2024

PLANNED INTERVIEWS: 2 – 6 December 2024

DECISION DATE: 20 December 2024