Information Management Competence
Area Manager

Darmstadt, Germany
Ref: VN 19/20
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Within the Process Assurance and Management Support (PRS) Division, the Information Management Competence Area Manager (IM CAM) will lead several teams of Information Management and Documentation Management (IM/DM) engineers, specialists and assistants who provide IM/DM support to the whole organization.

DUTIES

• Establish and manage the Information Management Competence Area (IM-CA) team, including planning for and securing the continued availability of Information Management and Documentation Management (IM/DM) expertise and know-how;

• Ensure that an efficient, future-proof IM framework, with corresponding processes and practices is established in line with EUMETSAT Management System, applied, maintained and continually improved;

• Collaborate with IT to evaluate and enhance the organisation’s document management systems;

• Manage the effective delivery of IM/DM services to all departments;

Provide operational support to the EUMETSAT Information Management Steering Committee (IMSC) and participate in the IMSC in order to propose, discuss and validate evolutions to the IM framework including policy aspects;

• Establish and maintain an IM training plan and deliver regular training sessions;

• Define and regularly provide IM Metrics and Key Performance Indicators to management;

• Monitor IM best practices and standards, assess relevance to EUMETSAT and propose their implementation to IMSC.

SKILLS AND EXPERIENCE

• Extensive experience in Information and Document Management, particularly in a large documentation-intensive industry (e.g. aerospace, defence, finance, or similar);

• Demonstrated experience in leading teams, developing people, managing performance and ensuring long-term continuity of critical skills;
- Demonstrated experience in defining, implementing and improving organisation-wide Information Management solutions, policies, objectives, processes or working practices;
- Sound problem solving/analysis and monitoring skills;
- Strong communication and interpersonal skills, with a proven ability to apply these to working within and across teams, as well as a customer-oriented approach.
- University degree in Information/Knowledge Management, or another relevant field.
- Candidates must be able to work effectively in English and have some knowledge of French.

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 A3/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 6925.88 per month (net of internal tax) which may be negotiable based on 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 based on 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 and Cooperating 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.

Closing Date: 12 May 2019

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