

GALILEO Documentalist

Location: The Netherlands, Noordwijk, ESA-ESTEC

Deadline: 24/04/2019

Reference: AVQM-255148

Contract duration: Fixed Term Contract until May 2020.

Sapienza Consulting is recruiting a Documentalist for the NAV Directorate at ESA-ESTEC to perform document control duties in several areas.

Responsibilities:

- *in-processing*, comprising

- transfer of files from data sources such as SFTP or shared drives to work-areas
- checking of files against the NAV CADM and subordinate requirement lists
- checking physical media and extraction of data and files
- recording problem documents and interfacing originator for resolution
- identification of documents checked and ready for upload to the repositories
- identification of special data files such as ITAR and application of special procedures

- *filing*, comprising

- data organization and metadata identification (fields required)
- identification or creation of target areas for final repository of files, including folders and logical groups (collections, libraries etc)
- preparation of upload sheets to repositories, i.p. Eclipse/DCCM
- preparation of transfer of selected files to shared drives, SharePoint application and alike
- modification of document metadata as corrective measure if required
- modification of contractor input sheets, e.g. wrong text or XML delivered file records
- insertion of all required metadata to the target repositories
- review and update of metadata already existing in the repositories, e.g. after check process of documents already uploaded
- generation and update of records for NAV unclassified documentation flow tracking system (i.p. GDRTS for Galileo)
- transmission of counter-signatures

- *archiving*, comprising

- file upload to, update of or deletion from the target repositories
- general health and consistency check of repositories in the documentation management system if required
- transfer of selected files to shared drives, SharePoint application and alike
- transfer of media (CD/DVD/USB/HDD) to dedicated physical storage areas

- *reporting*, comprising

- generation of document control activity statistics,
- generation of monthly KPI figures
- generation of problem reports
- generation of work progress status and predictions

Profile:

- Bachelor's Degree or equivalent qualification in Business Administration, Economics or Management
- At least 2 years of relevant work experience
- A sound and proven experience in documentation control and some in overall configuration management
- A sound and proven experience working in a documentation management or library service and documentation control tools as well as MS office tools
- A good knowledge of the NAV directorate's programmes
- An in-depth knowledge of the documentation control procedures in NAV (or to be acquired before start of service in coordination with NAV-MMC in a time frame to be agreed)
- A very good knowledge of the major NAV documentation management system types (mainly, but not limited to Polaris, SharePoint, Shared Drive)
- Familiarity with typical documentation control in ESA
- Demonstrated customer and service oriented personality, able to work autonomously in the field of documentation control
- The work associated to this position can require handling of classified documentation. The candidate shall confirm to be eligible and willing to apply to a Personal Security Clearance. The previous possession of a Personal Security Clearance will be considered positively
- Fluent in English; knowledge of another ESA member-state language is an asset

Contact:

Candidates must be eligible to work in the EU

Please send your CV (in English) as soon as possible, but no later than, **April 24th 2019**, to jobs@sapienzaconsulting.com