

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Earth Observation Programmes

The European Space Agency is an equal opportunity employer and encourages applications from women

POST Head of the Programme Planning and Coordination Service in the [Directorate of Earth Observation Programmes](#).

This post is classified A6 of the Coordinated Organisations' salary scale.

LOCATION ESRIN, Frascati, (Italy).

DUTIES Under the direct authority of the Director of the Earth Observation Programmes (D-EOP), the postholder will be responsible for overall coordination of the Directorate's activities across all programmes within D-EOP and for coordinating the Directorate's interfaces within ESA and with Member States, the European Union, EUMETSAT and other European and international partners. Detailed responsibilities of the post include:

- provision of the secretariat of the Earth Observation Programmes Board and all subsidiary bodies, and preparation of all formal programmatic discussion with Member States, bilaterally or multilaterally,
- maintaining close contact with the Director General's services and other Directorates, including the development, with the Earth Observation Business Unit Controlling Office (EOP-B), of the EOP input to the ESA Long Term Plan, preparing and formulating future programmes and strategies, planning future activities of the Directorate,
- maintenance and negotiation of international partnerships with individual agencies and through the Committee for Earth Observation Satellites (CEOS), the Group on Earth Observation (GEO), the Coordination Group for Meteorological Satellites (CGMS) and other such bodies,
- coordinating strategic interfaces with European industry,
- managing interfaces with EU institutions, agencies and services, the European Parliament and Directorates General of the European Commission, for Earth Observation Programmes
- monitoring the Agency's Global Monitoring for Environment & Security (GMES)/Copernicus activities and ensuring their coordination with the European Union through the relevant EC Services,
- preparing programmatic documents relating to the negotiation and implementation of the GMES/Copernicus programme,

- ensuring promotion and communication of all EOP activities in collaboration with the Communication Department, and preparing all internal communications of the Director,
- monitoring progress on all legal agreements of the Directorate,
- monitoring all ongoing activities within the Directorate and across the Agency, as well as with third parties.

QUALIFICATIONS

Applicants for this post should have a university degree or equivalent qualification in engineering or physics and have a wide experience in the development and exploitation of Earth observation missions. They must have a deep appreciation of the potential of Earth observation programmes to deliver benefit to all communities and experience and knowledge of the development and planning of new space missions.

The postholder will also require excellent management and interpersonal skills to integrate and lead experts covering a wide range of responsibilities

The working languages of the Agency are English and French. A good knowledge of one of these languages is required together with a working knowledge of the other language. Knowledge of another member state language is an asset.

CLOSING DATE

The closing date for applications is **09 September 2013**.

Applications from external candidates for this post should preferably be made [on-line](#) at the ESA Web Site (www.esa.int/careers). Those unable to apply on-line should submit their CV to the Head of the Human Resources Department, ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem solving and decision-making exercises.

Under ESA Regulations, the age limit of recruitment is 55. However, given the special requirements of the post applications by persons above that age may be considered provided they demonstrate exceptional professional experience in the fields covered by the vacancy notice. Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.