



ESA/VN-HO(2014)006
Paris, 02 April 2014
(English only)

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Directorate of Industry Procurement and Legal Affairs

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

POST

Legal Administrator in the Institutional Law Division, Legal Services Department, Directorate of Industry Procurement and Legal Affairs.

This post is classified in the A2/A4 grade band of the Coordinated Organisations' salary scale.

LOCATION

ESA Headquarters, Paris (France).

DUTIES

The Legal Administrator will be assigned to the Institutional Law Division of the Legal Services Department. Under the direct authority of the Head of Division, the postholder shall receive work assignments on the discharge of the following tasks:

- undertaking legal analysis, preparing notes and briefs on public and international law, international civil service law, human rights law and national labor laws of Member States;
- drafting opinions, reports and working documents on any legal problem arising in the Agency's day-to-day operations and in the implementation of applicable rules and policies;
- analysing legal documentation and carrying out studies on the relevant legal and regulatory environment in which the Agency carries out its activities;
- monitoring the evolution of international civil service law and national labor laws relevant to the Agency;
- contributing to the Agency's defense before the Appeals Board and in other legal proceedings;
- providing support in the preparation of the Agency's legal instruments;
- providing legal advice on the formulation and interpretation of Agency's Rules and Regulations;
- preparing draft agreements and other arrangements with public and private entities and participate in their negotiation;
- representing the Legal Services Department and attend committees and boards relevant to the above functions.

QUALIFICATIONS

Applicants for this post should have a Master's degree in law, including advanced studies in the law of international civil service or comparative labor law completed with professional experience of at least five years in public administrations, international organisations, private enterprises or in specialised law firms, handling legal cases and disputes based on labour law. Advanced law studies and publications in the law of international civil service on national labour laws will be a definite asset.

Candidates should have a professional experience of the laws and regulations applicable to public service and private labour relations in the jurisdiction of at least one ESA Member State.

Professional legal practice on human rights and labour law in several jurisdictions will be an advantage.

Applicants should demonstrate the ability to work collaboratively in a team of lawyers, achieve professional goals, identify priorities and adjust them as required.

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 **30 April 2014**.

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 Human Resources , 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](#).

The Agency may require applicants to undergo selection tests.

Under ESA Regulations, the age limit for recruitment is 55. 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.

Priority will be first given to internal candidates and secondly to external candidates from under-represented member states.

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.