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Paris, 9 April 2015
(English only)

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Industry, Procurement and Legal Services

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

POST Legal Administrator in the Programme Legal Services Division,
Legal Services Department, Directorate of Industry,
Procurement and Legal Services.

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

LOCATION ESA Headquarters, Paris (France).

DUTIES The Legal Administrator will be assigned to the Programme
Legal Services Division. Under the direct authority of the Head
of Division, the Legal Administrator will receive work
assignments involving the following tasks:

- 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 conducting studies on the relevant legal and regulatory environment in which the Agency carries out its activities;
- undertaking legal analysis, and preparing notes and briefs on public and international law and the national laws of Member States;
- providing support in the preparation of the Agency's legal instruments;
- providing legal advice on the formulation and interpretation of the Agency's Rules;
- advising on laws and practices of public investment in large projects and infrastructures;
- preparing draft agreements and other arrangements with public and private entities and participating in their negotiation, together with the Directorates concerned;
- representing the Legal Department and attending 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 public international law or comparative law together with professional experience of at least five years in public administrations, international organisations or major law firms.

The successful candidate should have professional experience of the laws and regulations applicable to public and private investment, as well as knowledge of the legal environment of space activities.

The successful applicant 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. Excellent spoken and written English is required together with a working knowledge of French. Knowledge of another Member State language would be an asset.

CLOSING DATE

The closing date for applications is **7 May 2015**.

Applications for this post from external candidates should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CVs to 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 first be 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.