

EUROPEAN SPACE AGENCY

Vacancy in the Director General's Cabinet

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

POST

Administrator, ESA Academy - European CubeSat Education Centre, in the Education Office and Knowledge Management Office, Relations with Member States Department, Director General's Cabinet.

This post is for a limited duration of two years and is classified in the A2-A4 grade band on the Coordinated Organisations' salary scale.

LOCATION

ESOC, Darmstadt (Germany), with resident assignment in Redu (Belgium).

DUTIES

The postholder will initially, during the development phase, report directly to the Head of the Education and Knowledge Management Office and later, during the implementation phase, to the Head of the Tertiary Education Unit.

Specific duties will be in line with ESA's educational policy and objectives and conducted in close co-operation with the other areas of the Education Office and will include the following:

- in liaison with ESA technical departments, design and develop the CubeSat AIV facility; follow the development of the infrastructure to host it; equip it to ESA standards. To that end, initiate and follow up the procedure to procure the necessary equipment as well as the required set of services to run the AIV activities with students;
- in liaison with the 'Fly Your Satellite' programme manager, manage the operations of the AIV facility. In particular, establish the AIV and operations programme; organise the related logistics; prepare and manage the dedicated budget; supervise the team of engineers contracted to support the AIV activities;
- in liaison with the relevant ESA departments and in coordination with the Training and Learning Centre Administrator, design and establish the local Concurrent Design Facility (CDF); develop and run CDF sessions with students;
- in the framework of the Training and Learning Centre programme, transfer space expertise and communicate best practices to the participating European university students; in particular, lecture on project management, mission design and analysis, operations, quality assurance and standardisation;
- contribute to development of the tertiary education strategy and stimulate cooperation with Member and Cooperating States on university-level education activities;
- actively contribute to the Office's awareness, communication and outreach activities.

QUALIFICATIONS

Applicants for this post should have a Master's degree in a relevant field of space systems engineering.

Substantial experience of design, development, integration and testing of space hardware is required. Comprehensive knowledge of all spacecraft subsystems (structure, power, OBDH, AOCS, TTC, etc.) is equally required.

Candidates should be particularly familiar with and/or have experience of CubeSat design, integration, testing and operations.

Applicants are expected to demonstrate strong interest in educational activities in science and technology in general; and be willing and able to share and transfer their expertise to students. Previous experience in project management and managing hands-on educational projects will be an essential asset.

Candidates should have good interpersonal, communication and negotiation skills. They should have the ability to work in an autonomous, effective and cooperative manner in a diverse, international environment.

In addition, applicants should have good analytical, organisational and reporting skills and a proactive attitude to solving problems.

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. Knowledge of another Member State language would be an asset.

CLOSING DATE

The closing date for applications is **9 June 2015**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CV to Human Resources, ESOC, Robert-Bosch-Str. 5, D-64293 Darmstadt, Germany.

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2ESOC](#).

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.