

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services

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

POST	Director of Internal Services.
GRADE	Off-scale.
LOCATION	ESA Headquarters, Paris (France).
DUTIES	<p>The European Space Agency (ESA) is Europe's gateway to space. Its mission is to shape the development of Europe's space capability and ensure that investment in space continues to deliver benefits to the citizens of Europe and the world.</p> <p>Under the direct authority of the Director General, the Director of Internal Services is responsible for contributing to ESA-wide management, supporting the ESA Director General in discharging his responsibility and tasks and participating in the pursuit of ESA's overall objectives. The Director contributes, in the area of Administration, to forming the "Team of Teams" at senior management level.</p> <p>In the framework of the ESA matrix organisation comprising programme directorates and support directorates, the Director of Internal Services, under delegation from the Director General, is responsible for internal services including the financial management of the Agency, the Agency's human resources policy and its implementation, the facility management of all ESA Establishments and Centres and the management of the ESA informatics infrastructure, applications and related services.</p>
QUALIFICATIONS	<p>Applicants for this post should have a university degree or equivalent qualification, coupled with in-depth knowledge and experience in functions similar to those described above, preferably acquired in an international setting.</p> <p>Key qualities required for the post are a proven capacity to lead change and manage people and teams, excellent relationship management and negotiation skills, an innovative spirit and the ability to influence high-level decisions.</p>

For the full set of competencies expected from ESA leaders, please refer to [Leadership Competencies](#).

Applicants must be eligible for security clearance by their national security administrations.

The working languages of the Agency are English and French. An excellent knowledge of one of these two languages is required together with a good working knowledge of the other language. Knowledge of another Member State language is an asset.

CLOSING DATE

Applications for this post should reach the Head of the Human Resources Department, ESA, 8-10 rue Mario-Nikis, 75738 Paris Cedex 15 (France), no later than **16 September 2015**.

Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland and the United Kingdom.