

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Human Resources, Facility Management and Communication

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

POST Medical Officer in the ESTEC Medical Centre, Human Resources Department, Directorate of Human Resources, Facility Management and Communication.

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

LOCATION ESTEC, Noordwijk (Netherlands).

DUTIES Reporting formally to the Local HR representative at ESTEC while reserving the right to advise independently on medical issues at all times, in accordance with the code of professional ethics, professional standards and international recognised guidelines, the ESTEC Medical Officer is responsible for the quality of the advice and the performance of the medical and occupational health duties of the ESTEC Medical Centre. The ESTEC Medical Officer and his/her team collaborate closely with the ESTEC Welfare Officers to deliver medical and social services aimed at promoting a healthy working environment, to protect, monitor and improve the health and wellbeing of ESA staff working for ESTEC, and to offer assistance with personal, medical or psycho-social problems.

In close cooperation with the ESA Medical Advisor and coordinated by the Social and Central Affairs Division, the ESTEC Medical Officer is also responsible for proposing ESA-wide occupational health policies, programmes and training, and contributing pro-actively to their drafting and implementation. The ESTEC Medical Officer contributes to a harmonised approach to health matters in the Agency by participating in the network of medical officers, and liaises with the ESA Medical Advisor and the other ESA medical officers to find standardised solutions for medical issues ESA-wide, to be reflected possibly in policies.

The ESTEC Medical Officer will be in charge of:

- the ESTEC Medical Service, including planning and executing medical examinations of ESTEC staff and supervising the medical follow-up of staff at ECSAT, according to the ESA Staff Regulations & Rules; reviewing all ESTEC (medical) recruitment files (staff, Young Graduate Trainees, Research Fellows); monitoring sick leave with a view to identifying causative problems in work and the working environment, advising on return-to-work reintegration and adjustment of work if needed; providing and organizing medical first aid and emergency care; contributing as an active member in the ESTEC crisis management team; assisting the ESA Medical Advisor on other matters, such as local invalidity cases and handicapped child files;
- Occupational Health at ESTEC, including encouraging recognition of health, safety and wellbeing as part of the ESA culture of professional excellence; advising HR and management, in cooperation with the Health, Safety and Environmental (HSE) Unit and Committee, regarding preventive measures and minimising of risks to improve the health, safety and wellbeing of ESA staff and users of Agency facilities; planning and executing medical surveillance for individuals exposed to specific hazards in the workplace; providing travel advice and vaccination programmes;

- promoting wellbeing and health, including planning, delivering and supporting health promotion campaigns at ESTEC, and coordinating the same promotion ESA-wide, in cooperation with the ESA Medical Advisor and under the coordination of the Social and Central Affairs Division;
- managing the ESTEC Medical Centre, including supervising team members, coordinating medical centre tasks and managing the Yellow Fever Travel Clinic, according to the World Health Organization and the Dutch National Coordination Centre for Travellers' Health Advice (LCR) guidelines;
- advising on the organization of the local medical system and treating authorities and offering a network for expatriated staff;
- providing feedback on a regular basis to the local HR representative at ESTEC; and preparing, together with the ESA Medical Advisor and under the coordination of the Social and Central Affairs Division, the annual activity report to the Head of HR.

The tasks of the ESTEC Medical Officer are performed in close cooperation with the HSE Unit team members.

QUALIFICATIONS

Applicants for this post should have qualified as a Doctor of Medicine and have significant experience practising as an occupational health physician in an international environment. They should be familiar with the Dutch medical system, as well as current concepts and best practices related to occupational health. Experience in managing a team would also be an asset.

Strong relational and communication skills, planning and organisational skills, cross-cultural sensitivity and discretion are essential behavioural competencies required for this post.

For behavioural competencies expected from ESA staff, please refer to the [ESA Competency Framework](#).

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 **28 October 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, ESTEC, Keplerlaan 1, 2201 AZ Noordwijk ZH, The Netherlands.

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2ESTEC](#).

The Agency may require applicants to undergo selection tests.

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, 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.