

## **EUROPEAN SPACE AGENCY**

### **Vacancy in the Directorate of Directorate of Industry, Procurement and Legal Services**

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

#### **POST**

Paralegal Administrative Assistant in the International Law and EU Legal Services Division, Legal Services Department, Directorate of Industry, Procurement and Legal Services.

This post is classified in the B2–B4 grade band on the Coordinated Organisations' salary scale.

#### **LOCATION**

ESA Headquarters, Paris (France).

#### **DUTIES**

Under the direct authority of the Head of the International Law and EU Legal Services Division, the postholder will provide direct administrative, and paralegal support to the Division as well as acting as the documentalist for the Department, and in particular:

- supporting the Head of Division in the management, coordination, planning and monitoring of the Division's activities; managing the priorities of incoming actions and monitoring their follow-up; putting together the monthly reports;
- participating, in close consultation with the ESA Records Manager (Record Management Office: DGC-R), in the practical implementation of the policy; procedures, and the best practices regarding the management of documents; electronic records and paper-based archives, in particular those generated in the context of the Legal Department;
- supporting, in close consultation with the Directorate Document and Records Officer, the drafting of the Legal Departmental Records Schedule and Document Management Plan and deliver practical assistance to legal advisers and staff facing issues while implementing them. This includes the identification of documents and records to be created and captured, and the planning of their proper management from inception to disposition;
- ensuring in particular that documents initiated within the Department or delivered to it, are properly drafted, formatted, registered, indexed, filed, version-controlled, approved as fit for their intended purpose by authorised persons and reviewed, updated, amended and resubmitted if required – and protected according to the Security Directives;
- ensuring that creation, access, use and disposition of legal records are compliant with applicable provisions and that they provide acceptable evidence in case of claims or dispute to support the protection of statutory and legal rights of the Agency;
- maintaining information systems in use in the Department and performing data entry and regular checks, in particular "Legal Texts in Force" content within eCPB, and in the DMS containing administrative instructions;
- supervising and giving guidelines on the drafting and filing of legal documentation and correspondence produced and received by the Division;
- managing, under the guidance of the Head of Division, the delegation of authority for external acts; monitoring and follow-up of the External Delegations of Authority;
- contributing to the maintenance and development of Division databases concerning Export Control, Non-Disclosure Agreements, ESA's International Agreements, the Director's General Administrative instructions and External Delegations of Authority;
- providing direct administrative and paralegal support to the Head of Division and the Legal Officers such as establishing and maintaining records and files, organising

Division meetings and carrying out legal research in the areas of competence of the Division;

- providing administrative support in the drafting and editing of ESA legal texts for other Divisions in the Department;
- fulfilling other tasks on an ad hoc basis as directed by the Head of Division within the post's area of responsibility.

## QUALIFICATIONS

Applicants for this post should have a secondary education qualification in law, political science or documentation (e.g. short cycle higher education diploma) or equivalent qualification, together with several years of professional experience in a paralegal function undertaken in a law firm or in a company's legal services with similar responsibilities. Candidates must be able to demonstrate proven experience in editing and managing complex legal documentation, in supporting the office management of legal services in an international environment, proficiency in the use of IT tools such as legal research databases and other office automation applications.

Applicants are expected to demonstrate excellent planning and organisational skills, tact and discretion, attention to detail and accuracy as well as a good sense of customer orientation. Strong communication skills, the ability to interface with staff at all levels and to work effectively in a dynamic team environment and under pressure, good judgment are other essential qualities.

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 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 **8 December 2015**.

Applications from external candidates should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply on-line should submit their CV to Human Resources, ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

The Agency may require applicants to undergo selection tests.

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**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.**