

## EUROPEAN SPACE AGENCY

### Vacancy in the Directorate of Technical and Quality Management

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

#### **POST**

Product Assurance and Safety (PA&S)<sup>1</sup> Manager in the Product Assurance and Safety Department, [Directorate of Technical and Quality Management](#).

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

#### **LOCATION**

ESTEC, Noordwijk (Netherlands).

#### **DUTIES**

After an initial period of training and familiarisation within the PA&S Department, the first assignment will be as integrated support to the HRE Quality and Safety Office (HRE-Q) to whom the postholder will report for project-specific responsibilities and duties.

For maintaining professional standards, implementing ESA's general PA&S policy and contributing to corporate tasks (e.g. review standardising, alerts, lessons learned), the postholder will report to the Head of Department (TEC-Q).

Support will be provided to the Utilisation Infrastructure and Payloads/Experiment Development Division (HRE-PI), to the Non-ISS Payloads and Platforms Division (HRE-UN) and to other HRE divisions as deemed necessary by the head of the HRE PA&S Office (HRE-Q).

For performing these tasks, support will be provided by experts from D/TEC.

Specific responsibilities and duties include:

- establishing and maintaining the PA&S requirements baseline, in compliance with ESA's general PA&S policy;
- guiding and monitoring implementation of PA&S requirements by contractors in order to assess performance/effectiveness, participating in design and safety reviews and directing the necessary preventive or corrective actions;
- managing the application and procurement of Electrical, Electronic & Electromechanical (EEE) parts, materials and processes, controlling implementation of applicable projects requirements;
- managing Reliability/Availability/Maintainability/Safety (RAMS) activities, including the use of PRA methods to support design trade-offs, analyses and reports to support project decisions, deploying integrated support staff as appropriate;
- ensuring implementation of the software PA requirements baseline, deploying integrated support staff as appropriate;
- managing QA activities in support of project manufacturing, integration and testing;
- participating in project mandatory and key inspection points, test witnessing and configuration inspections;
- managing project activities in support of formal safety reviews by the MSERP, notably reviewing contractors' flight & ground hazard reports prior to submission and participating in phase safety reviews;
- supporting certification activities regarding safety-related ISS payload operations applications;
- defining the formal acceptance requirement and conducting the acceptance reviews of all contractually deliverable items;
- providing support for tracking overall implementation of PA/S verification in support of project Certificate of Flight Readiness (CoFR) procedures and statements;
- reviewing contractors' plans, specifications and efforts proposed to execute the projects'

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<sup>1</sup> PA&S covers RAMS, Quality Assurance, Components, Materials and Processes, Hardware and Software Configuration Control.

PA&S programme;

- performing, where required, PA and Quality Audits or CM inspections relating to project scope;
- representing ESA on project boards established for reviews (failure, test, etc.) and for disposition of nonconformance anomalies, etc.;
- coordinating specialist integrated and functional support for performing PA&S project tasks.

As general responsibilities, the postholder will support the following:

- maintaining the HRE QMS;
- conducting internal and external HRE-Q audits;
- providing Quality-related training;
- collecting and reviewing lessons learned;
- participating in periodic meetings with the parent department and contributing to the transfer of technology knowledge and lessons learned across the Agency.

## QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification in engineering or technical sciences together with several years' experience in Product Assurance and Quality Assurance, preferably in the aerospace domain. Experience with the application of industrial PA tools is required.

Knowledge of configuration management or security management would be an additional asset, as would be a quality auditor or assessor certification.

Candidates should have good interpersonal and communication skills. They should have the ability to work autonomously, effectively and cooperatively in a diverse and international team environment and to define and implement solutions in line with team and individual objectives and project deadlines.

They should additionally have good analytical, organisational and reporting skills, a proactive attitude to problem-solving and an interest in innovative technologies.

Candidates must be eligible for security clearance by their national security administration.

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 **16 March 2016**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://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.

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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, Hungary, 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.**