

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** Programme and Policy Advisor in the [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** The postholder will report directly to the Director of Technical and Quality Management, providing him with support and advice in the execution of his duties towards the Agency and in the management of the Directorate. Tasks will include:
- in cooperation with all Departments, Offices and the Directorate of Operations, supporting the Director of Technical and Quality Management in analysing programmatic options, developing the strategy, coordinating the preparation of programme proposals and monitoring coherence with Agency and programme-specific strategies;
 - acting as Directorate focal point for the Director's vision and strategy, coordinating relevant matters with the respective points of contact within other ESA Directorates, in particular in the area of Space Technology and Operations; drafting documents, briefing notes, background papers and preparing presentations and speaking notes for the Director in close interaction with the Programme Boards and Committee Secretaries;
 - collecting, collating inputs and representing the Directorate in Agency-level working groups and reflection activities; coordinating and consolidating at directorate level the Directorate's input and advising the Director on strategic and policy issues on internal Agency matters;
 - coordinating relationships and communications with delegations, national space agencies and international organisations; preparing high-level internal/external meetings at Directorate level, recording key points, results, action lists and follow-up as required;
 - in full cooperation with the Communication Department, being responsible for overall communication at Directorate level, formulating a Communication Strategy for the Directorate including input for the area of Space Technology and Operations; being responsible for its implementation; defining and monitoring implementation by the relevant services of the Directorate's internal and external web portals, social media, publication and public events image; proposing subjects and ways of increasing awareness of ESA technology efforts and accomplishments and of the relevant competences and laboratories;
 - coordinating and taking responsibility, as needed, for new programmatic initiatives at Directorate level; in liaison with the Directorate's Offices and

Departments, performing preparatory analyses on specific topics relevant to the Directorate, in particular in the area of future cross-cutting initiatives and in view of preparing future programmes; these activities will include aspects such as technology evolutions, national and regional space policies, economics of space, institutional affairs or industrial policy.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification in engineering or another technical/scientific discipline. Candidates should also have more than 10 years of experience in the space sector as well as an in-depth knowledge of European space institutions and have more than 15 years of experience in an international environment.

Familiarity with ESA governance processes and decision-making structures is required, together with experience in formulation of large and complex documents dealing with vision and strategy.

Candidates should show analytical thinking and be well organised with scrupulous attention to detail. They should also possess excellent communication and negotiation skills, be proactive and able to perform well under time-pressure.

Previous participation in ESA governing bodies would be a distinct asset. Good understanding of the functioning of European institutional entities relevant for the activities of the Directorate (such as the European Commission and space agencies of ESA Member States) would be an advantage.

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

The working languages of the Agency are English and French. Thorough knowledge of both languages, written and spoken, including good drafting skills is necessary to perform the described duties. Good knowledge of German would be a distinct asset.

CLOSING DATE

The closing date for applications is **30 August 2016**.

Applications from external candidates should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply on-line should submit their CVs 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, 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.