



## EUROPEAN SPACE AGENCY

### Vacancy in the Director General's Services

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

**POST** Engineering Coordinator in the Tertiary Education Unit, Education and Knowledge Management Office, Strategy Department, Director General's Services.

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

**LOCATION** ESTEC, Noordwijk (Netherlands).

**DUTIES** Under the supervision of the Head of the Tertiary Education Unit, the postholder will ensure engineering support and programmatic running of the ESA Academy, the Education programme for university students.

The ESA Academy programme offers Hands-on Space Project opportunities, ranging from scientific and technology-demonstration experiments conducted on several different professional platforms (e.g. sounding rocket, balloon, drop tower, large diameter centrifuge, parabolic flight) to small-satellite missions such as CubeSat or the ESEO microsatellite; plus complementary Training & Learning sessions in various space-related academic disciplines.

In discharging these tasks, the incumbent will support the coordinators of the various Hands-on opportunities, in all technical and programmatic aspects, while contributing to the Training sessions.

Tasks will include (list not exhaustive):

- participating in project reviews;
- participating in proposal evaluations, negotiation meetings and subsequently monitoring end-to-end development of selected projects;
- assisting and providing engineering guidance in running existing projects, offering dedicated programmatic and technical assistance to develop new ones;
- contributing to promoting the programme of educational opportunities and activities carried out by the ESA Education Office;
- assisting, as required, with the organisation and running of activities carried out under that Office's Training & Learning programme;

- liaising, as required, for the purposes of conducting assigned tasks, with colleagues from that Office or other ESA services/directorates;
- providing ad hoc support to the Head of Unit as required.

## QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification in engineering, with significant experience of running ESA programmes. Direct experience of management of programmes at all phases in their life cycle (MAIT/MAIV execution, especially) plus experience of conducting Agency reviews at all levels is required.

Candidates will be expected to demonstrate good organisational and negotiating skills, be capable of coordinating multiple programmes and their engineering support, and show team leadership potential. They must demonstrate an ability to communicate and cooperate efficiently, to establish and maintain good working relationships with a wide range of ESA staff at different levels as well as with representatives of academia, industry and ESA's international partners.

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. 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 **10 January 2017**.

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 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.

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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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.**