

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Science

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 Head of the Strategy, Planning and Coordination Office in the [Directorate of Science](#).

This post is classified A6 on the Coordinated Organisations' salary scale.

LOCATION ESTEC, Noordwijk (Netherlands).

DUTIES The Head of the Strategy Planning and Coordination Office is responsible for the definition of the strategy and for the coordination, monitoring and planning of all activities falling under the responsibility of the Directorate, in collaboration with the Directorate's departments and offices and other services of the Agency as appropriate, and oversees the scientific content of the Programme.

The postholder will report directly to the Director of Science, and may represent him/her in all circumstances that may be deemed necessary.

The main duties of the incumbent will include responsibility for:

- defining the Programme's long-term strategy and its alignment with the long-term financial plan and the corresponding long-term resource plan;
- coordinating the selection and adoption of future missions and their payload complement;
- interfacing with Member State Delegations and with the scientific community for all areas falling under the Director of Science's responsibility;
- defining and overseeing of all cooperation activities with other space programmes for all areas falling under the responsibilities of the Directorate;
- interfacing with the Agency's Legal Service and International Relations Departments, and the preparation of all documents and legal instruments covering international/inter-Agency agreements;
- providing the secretariat to the Science Programme Committee and to the Advisory Structure bodies falling under the responsibility of the Director of Science, and the preparation (or at least supervision) of all the Directorate's documents for the SPC and the Advisory Structure;
- coordinating the implementation of the geo-return policy of the Programme in accordance with the Agency's strategy, in strict coordination with D/IPL;
- supporting the Director of Science and the Director General in respect of all activities relating to the preparation of Council meetings at ministerial level in all matters concerning the Science Programme;
- coordinating with other Directorates for activities of common interest, such as in particular (but not limited to) the provision of scientific and strategic support to the Agency's exploration activities in the context of the Science and Exploration

Area;

QUALIFICATIONS

Applicants for this post should have a PhD or equivalent qualification in physics, astronomy or cognate scientific discipline, with a proven track record of original research in areas falling under the Directorate's activities.

Candidates should have a substantial proven record of programmatic and management experience in areas falling under the Directorate's activities, and possess extensive knowledge and experience in all phases of a space mission.

Applicants should have good analytical, communication, and synthesis skills, as demonstrated, for example, by experience in the preparation of programmatic and scientific high-level policy papers in areas falling under the Directorate's activities and a proactive attitude to solving problems.

Candidates should have good interpersonal skills, with the ability to work effectively in a multinational and multicultural environment. A demonstrated record of dealing with high-level scientific interest groups at international level and with national institutions, as well as with international administrations and agencies, will 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. 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 **21 February 2017**.

Applications from external candidates 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, 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](#).

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem-solving and decision-making exercises.

If you require support with your application due to a disability, please email contact.human.resources@esa.int.

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.

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.