

Job Title: Young Graduate Trainee for Corporate Strategic Planning

Req ID 4702 - Posted 14/12/2017



EUROPEAN SPACE AGENCY

Young Graduate Traineeship Opportunity 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

Young Graduate Trainee for Corporate Strategic Planning

This post is classified F1.

Location

ESA Headquarters, Paris, France

Our team and mission

The Young Graduate Trainee (YGT) will be part of the Corporate Development Office, Strategy Department, Director General's Services.

The Corporate Development Office is responsible for developing and updating of a coherent ESA Corporate Strategy encompassing elaborating and updating of the Agency's Long-Term Plan (LTP) and Corporate Development Plan.

The Office prepares and supports their implementation through networking and coordination activities, development and implementation of Agency-wide policies, plus specific actions notably on corporate Knowledge Management and Corporate Responsibility targeting ESA's sustainable and responsible development. The Office is also responsible for monitoring Agency-wide implementation of the Planning, through a coherent Performance Management system, and for the implementation of corporate Risk Management as defined by the Risk Management Policy in force.

The Office is divided in three areas of activity:

- Corporate Strategic Planning, in charge of preparing the ESA LTP, Corporate Development Plan and implementing the Agency-level Risk Management framework;
- Performance and Corporate Responsibility, in charge of establishing an Agency-wide system for measuring performance and defining corporate responsibility activities and relevant policies;
- the Corporate Knowledge Management team, in charge of defining and implementing a corresponding process and governance model and supporting their implementation across the Agency.

Interested candidates are encouraged to visit the ESA website: <http://www.esa.int>

Field(s) of activities

The YGT will be involved the following activities:

- providing inputs for a coherent ESA Corporate Strategy, based on the Director General's vision and ESA long-term objectives and in line with the guiding principles for the Agency's management;
- supporting the definition of the Corporate Development Plan, building upon ESA's corporate culture and identity, including actions and policies to be put in place to implement the Corporate Strategy;
- monitoring Plan implementation through strategic guidelines and roadmaps for the establishment of relevant Agency-wide policies and instructions, e.g. relevant to the development of ESA Establishments, sites and infrastructures, as well as staff competences;
- assessing the financial resources needed to ensure complete and coherent implementation of the Strategy, including planning for their allocation, in close coordination with corporate and programme Directorates.

Technical competencies

Knowledge of relevant technical domains

Relevant experience gained during internships/project work

Breadth of exposure coming from past and/or current research/activities

Knowledge of ESA and its programmes/projects

Behavioural competencies

Self Motivation

Communication

Continuous Learning

Cross-Cultural Sensitivity

Teamwork

Education

Applicants should have just completed, or be in their final year of a university course at Masters' level (or equivalent) in a technical or scientific discipline. A relevant background in business and administration would be an added asset.

Additional requirements

The working languages of the Agency are English and French. A good knowledge of one of these is required. Knowledge of another Member State language would be an asset.

Applicants should also demonstrate good interpersonal skills and the capacity to work both independently and as part of a team.

During the interview the candidates' motivation and overall professional outlook/career goals will also be explored.

Other information

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

The closing date for applications is 10 January 2018.

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, and the UK, or Slovenia as an Associate Member, Canada as a Cooperating State, Bulgaria, Cyprus, Latvia, Lithuania and Slovakia as European Cooperating States (ECS).

Priority will first be given to 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