

## Job Title: Young Graduate Trainee for Space Policy and Strategy

Req ID 4722 - 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 Space Policy and Strategy

This post is classified F1.

#### Location

ESRIN, Frascati, Italy

#### Our team and mission

The **Member States Relations and Partnerships Office**, within the ESA Strategy Department, ensures the appropriate coordination at corporate level of the information on Agency's policies and actions towards Member States, including regular exchange with Delegations to ESA, as well as relations with relevant national and regional bodies, acting as their entry point to the Agency and aiming at optimisation of mutual current and future interests, and is in charge of the identification and coordination of the Agency-transverse initiatives linked to Global Challenges ("Space for Earth") and of the partnerships with the non-space actors, as well as developing the strategy for development cooperation.

The main missions of the Office include:

- Acting as the entry point for Member States, maintaining a systematic two-way exchange of knowledge and information with the aim of supporting effective relations as well as a thorough understanding of Member States' priorities and expectations
- Strengthening and enlarging the support to the Member States in order to raise satisfaction of all the Member States with their membership in ESA
- Developing and piloting an enlarged portfolio of activities with Member States and a network of interactions with all their relevant national bodies
- Formulating policies, initiatives and action plans
- Maintaining an observatory on Member States, supporting preparation of decision-making, as well as identifying and elaborating of policy and strategic actions
- Identifying and coordinating Agency-transverse initiatives (serving Earth global challenges);
- Identifying new lines of actions to be pursued and synergies, providing support to respective Directorates;
- Identifying external potential users and their needs, routing requests and information to the programmes or networks;
- Identifying the need for, and coordinating the preparatory work to build ESA-wide partnerships agreements with non-space actors;

Interested candidates are encouraged to visit the ESA website: [www.esa.int/ESA](http://www.esa.int/ESA)

#### Field(s) of activities

- Support assessing evolution of space sector and potential/future activities for Member States' investments in Space;
- Support maintaining a strategic observatory on Member States, monitoring in particular their political evolution, economic situation, national space plans and trends in contributions to ESA, as background information supporting preparation of decision making as well as identification and elaboration of policy and strategic initiatives;
- Support preparation of files and maintenance of the web pages;
- Support performing ad hoc studies and policy analysis in support of the work of the Office.

#### 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, scientific, socio-economic, policy or legal discipline.

#### Additional requirements

Applicants should have a good knowledge of the space sector players and policies, both at international and national level, including at EU level, together with basic understanding of space activities as seen from a user point of view.

Applicants should have experience in data collection and analysis, being resourceful in identifying sources and pro-active in proposing new approaches. Publications relevant to space matters and experience in drafting policy papers will be considered an important asset. Some experience in web publishing will be appreciated.

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.

In addition, applicants should 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 perspective/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](mailto: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