

Job Title: Head of the Navigation Coordination Office

Req ID 4361 - Posted 12/03/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Navigation.

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 Navigation Coordination Office

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

Head of the Navigation Coordination Office, Programme Planning and Coordination Office, Directorate of Navigation.

Duties

Reporting to the Head of Programme Planning and Coordination Office, the postholder will be responsible for coordinating activities within the Directorate's responsibility, in collaboration with its departments and offices.

Duties comprise:

- following up execution of the agreements with the European Commission (EC) and the European GNSS Agency in view of their maintenance and compliance provision, including interface with the corporate compliance organisation;
- supporting the preparation of future agreements, in close coordination with Directorate department heads, and the agency's corporate services;
- managing the preparation and execution of the Directorate strategic management processes;
- supporting the internal organisation and operations of Directorate activities, including:
 - coordinating internally the activities and actions decided by the DG Executive Board
 - coordinating and maintaining Directorate decisions, action plans and related follow-up
 - coordinating the interface and meetings with the other Directorates
- supporting Directors' meetings with EC and GSA (3D): preparing, organising and following up actions – preparing/integrating programmes dashboards and decision files, supporting Directorate-level internal/external bilateral meetings;
- providing interface and support the joint activities at programme level carried out with EC GNSS Programmes Committee and GSA Administrative Board;
- providing the secretariat of the Navigation Programme Board, ensure daily relations with Member States Delegations, supporting reporting to Council bodies;
- coordinating contributions to cross-cutting Agency activities, including inter-Directorate working groups, participation in Space 4.0 and common actions/input to the Agency's Executive Board;
- supporting top-level programme interface with industry;
- providing support for all activities related to the preparation of ministerial-level Councils, for Navigation programmes;
- ensuring promotion and communication of ESA navigation activities, internal and external, in coordination with corporate communication;
- supporting ESA education and outreach activities in the field of GNSS;
- managing the team workforce (located in HQ and in ESTEC) with accountability for all resources and activities delegated.
-

Technical competencies

Knowledge of the ESA institutional framework, policies and/or programmes (technology, science, launchers, manned space and/or applications)

Knowledge of the European and international space sector (institutional, commercial and/or industrial)

Experience in supporting ESA programmes/projects and knowledge of their technical and programmatic requirements in relevant technical domains

Leadership Competencies

Developing & motivating people

Driving performance

Fostering cooperation & effective team-working

Behavioural competencies

Communication

Relationship Management

Planning & Organisation

Teamwork

Education

University degree (Master level) in e.g. engineering, physics, economics

Additional requirements

A good knowledge of ESA, EC and GSA processes and working methods is an asset. Candidates should also demonstrate potential for managing individuals, be able to lead and motivate a team and organise their activities.

Experience in an international setting and diverse functional areas relevant to ESA activities is considered an asset.

Other information

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. Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

The closing date for applications is 9 April 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, the United Kingdom and Canada and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.