

## Job Title: EAC Management and Operations Support Officer

Req ID 5722 - Posted 25/04/2018



### EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Human & Robotic Exploration Programmes.

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

##### EAC Management and Operations Support Officer

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

#### Location

EAC, Porz-Wahn, Germany

#### Description

EAC Management and Operations Support Officer in the EAC Management Support Team, ISS Operations and Astronaut Group, Directorate of Human and Robotic Exploration

#### Duties

Under the authority of the Space Medicine and Management Support Team Leader, the postholder supports the Head of the EAC establishment in managing and administrating the Centre as well as supporting operations service leads and selected crew support activities.

Main duties:

- supporting the Team Leader in the management of the EAC site matters, in close coordination with the ESA Facility Management (FM) Department;
- coordinating and establishing EAC's contributions to the HRE-internal and corporate-level coordination and reporting processes (such as contributions to technology roadmaps, reporting of EAC Key Performance Indicators, or to delegate bodies);
- coordinating and maintaining the EAC strategic plan as input to the HRE strategic plan;
- supporting preparation of agreements with partners of EAC (in coordination with legal services in HRE and/or corporate level);
- supporting EAC-internal and corporate-level knowledge management activities (including the maintenance of EAC's document management system (ECLIPSE));
- supporting the development of relations with the administrative authorities of the host country and ensuring that the terms of the agreements with German authorities are observed and applied;
- supporting the identification and implementation of actions related to quality (ISO 9001) and environmental (ISO 14001) management activities (in coordination with relevant HRE- or corporate processes and with FM), and management of the related continuous improvement processes;
- supporting the establishment of accounting documents for crew support activities in close coordination with the technical specialists and the HRE-C;
- supporting Centre-related activities in support of Spaceship EAC in close coordination with ExPeRT Team;
- supporting overall management, administration and contract implementation of the ISS service contracts;
- supporting continued improvement of ISS operations including defining options for further optimisation and cost savings across all operation services.

#### Technical competencies

State-of-the-art knowledge in area of responsibility at required level

Knowledge of ESA's legal environment, convention, rules, regulations and policies

Experience in mission, spacecraft and/or payload operations

Experience in Service Level Management, in particular the ESA Service Level Agreement scheme

Understanding of the Agency's core business and structures and relationship to other Space Agencies

#### Behavioural competencies

Communication

Teamwork

Cross-Cultural Sensitivity

Results Orientation

Self Motivation

#### Education

University degree (Master's level) or equivalent qualification in engineering or natural sciences. An additional degree in economics or from a business school would be an asset.

#### Additional requirements

Candidates should have a good understanding of the Agency's corporate processes, rules and regulations and relevant HRE-internal and corporate-level coordination and reporting processes. Also, a good understanding of the special relationship between EAC and DLR, CNES, ASI (Integrated Team) and between EAC and the surrounding DLR campus, together with an in-depth knowledge of ISS operations.

#### 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 16 May 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, 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 shortlisting candidates, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States (see nationality targets)

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.