

Job Title: Young Graduate Trainee for Business Controlling

Req ID 3906 - Posted 16/04/2018



EUROPEAN SPACE AGENCY

Young Graduate Traineeship Opportunity 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

Young Graduate Trainee for Business Controlling

This post is classified F1.

Location

ESTEC, Noordwijk, The Netherlands.

Our team and mission

This position is placed in the Budget and Programme Financial Management Service which is part of the Programme Management Support Office in the Directorate of Science. This office is responsible for the financial planning and controlling of the Directorate, including the cost at completion planning and the management of manpower, commitment ceilings, fixed assets and the geo-return implementation. The office also provides analysis and reporting on key performance indicators to top-level management and to the ESA Member States.

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

Field(s) of activities

The Young Graduate Trainee (YGT) will support the management of the geographic return for the Directorate of Science, which is a key function of industrial policy within the Agency. This function includes the planning, controlling, the definition and implementation of corrective measures as well as the reporting on status and forecast to the management and Member States. This traineeship will also involve the improvement of reporting processes, including the automation of data preparation from different data bases in cooperation with the Information Technology group. It involves the interaction and coordination with several stakeholders within and outside of the directorate and therefore requires a pro-active approach in communication and cooperation.

The Young Graduate Trainee will be involved the following tasks:

- Development and implementation of the automated process for the reporting of geographic return in order to ensure timely delivery of reports at a constant quality.
- Supporting the Information Technology group in the development of new tools for providing specific reporting requirements.
- Preparation of the geographic return reporting of the Directorate.

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.

Additional requirements

In addition to the above competencies, applicants should demonstrate good interpersonal skills and the capacity to work both independently and as part of a team.

Applicants must be fluent in English and/or French, the working languages of the Agency. A good proficiency in English is required.

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 30 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, 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