

Job Title: Head of the ESA Security Office

Req ID 7302 - Posted 13/07/2018



EUROPEAN SPACE AGENCY

Vacancy 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

Head of the ESA Security Office

This post is classified A5 on the Coordinated Organisations salary scale.

Location

ESRIN, Frascati, Italy

Description

Head of the ESA Security Office in the Inspector General Office, Director General's Services.

Reporting directly to the Inspector General, the postholder is responsible for all aspects of the Agency's activities related to security of data, people and resources. To this end, the postholder has direct access to the Director General in the event of a major issue arising.

Duties

- Advising the Inspector General on security matters;
- Coordination, supervision and control of implementation of all security measures applicable to personnel, documents, physical infrastructure, communications & information systems (CIS) at ESA, classified and unclassified, for both corporate general purpose and project-specific infrastructure;
- Conducting associated threat/risk assessments;
- Being the security accreditation authority (SAA) for ESA's security systems and personnel;
- Authorising ESA staff to access classified information following confirmation from NSA/DSA of an individual's Personnel Security Clearance;
- Auditing correct implementation of the Security Regulations and relevant policies;
- Production and maintenance of the Security Master Plan and corresponding action plan;
- Monitoring local security incident responses, liaising with national authorities, initiating actions at ESA level whenever necessary;
- Conducting a training and awareness programme on security matters;
- Production and retention of security records and certificates, in line with relevant national requirements;
- Acting as custodian for all approved Programme Security Instructions (PSI), together with their classification guide, ensuring required updating of their annexes;
- Preparing the annual inspection programme for ESA and inspections of third states and international organisations to be submitted to the ESA Security Committee;
- Carrying out the annual inspection programme for ESA and inspections of third states and international organisations as approved by Council;
- Submitting reports of annual inspections for ESA and inspections of third states and international organisations to the Security Committee;
- Ensuring Secretariat and Executive support to the Security Committee;
- Acting as TEMPEST authority for ESA;
- Conducting at the Inspector General's request investigations into any breach of security and/or compromising of classified information which, on prima facie evidence, has occurred at ESA, including its IT systems;
- Managing security agreements between ESA and other organisations or third states, particularly those with the EU;
- Managing relations with the ESA constituency and in particular the provision of security services to Programme Directorates.

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 of managing security processes
Security auditing standards
Security engineering, especially security monitoring

Leadership competencies

Fostering cooperation & effective team-working
Leading change
Strategic vision & business context

Behavioural competencies

Responsible Decision-Making
Relationship Management
Communication
Ambassadorship

Education

Applicants should have a Master's degree or equivalent qualification in engineering and/or management.

Additional requirements

Proven experience in the area of security.

In addition, candidates should have the following:

- understanding of ESA's functions, rules and policies relating to management of the different pillars of security
- strong leadership, ability to work effectively in a team under pressure and customer focus
- strong sense of diplomacy, ability to formulate judgement while applying measures with strictness, tact and discretion
- solid communication skills, ability to interface and network with people at all levels
- proven experience of leading, motivating and developing a team
- ability to provide strategic direction to individuals and teams within the Division and relate team objectives to the overall and evolving organisational goals and context
- the ability to drive performance and foster cooperation within and across teams throughout the organisation
- demonstrated excellent leadership, relationship management and communication skills, both oral and written
- a proven track record of representing the Agency's interests to external interfaces
- excellent cognitive, analytical, delegation, planning and organisational skills
- the ability to anticipate problems, solve complex issues and relate situations to their context
- the ability to reach solution-oriented, pragmatic and timely decisions of high standard and integrity as well as to support others (team members, senior management, other stakeholders) in this process.

Previous experience of managing managers and multiple teams is an asset, as is international experience, i.e. outside the candidate's home country, as well as experience in diverse functional areas relevant to ESA's activities.

The appointment is subject to the applicant having, or obtaining, Personnel Security Clearance from his/her National Security Authority.

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 24 August 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, Slovenia, Spain, Sweden, Switzerland, the United Kingdom, 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.