

Job Title: Young Graduate Trainee for Digitisation of Archives

Req ID 4081 - Posted 29/08/2018



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 Digitisation of Archives

This post is classified F1.

Location

ESRIN, Frascati, Italy

Our team and mission

The Director General's Cabinet assists the Director General and the Council in their activities. It also ensures the necessary support for all meetings and official visits at high level, including an appropriate protocol service. It coordinates transversal activities in all areas reporting directly to DG.

The Cabinet guarantees Member States access to the necessary information to support the decision making process and maintains the ESA archives for access, fruition and exploitation of its member states its's scientific community.

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

Field(s) of activities

The rapid evolution in Information and Communication Technology (ICT) have strongly enhanced the value of digitally managed data, information and knowledge.

ESA is therefore implementing the ESA Digital Agenda for Space (EDAS). Specifically the Cabinet is part of the digital transformation of the Agency with a leading role in the development of a system to collaborate with its member states, distribute and make accessible official documents and made available its archives.

Focus areas for the trainee will be document management, system to facilitate collaboration inside and outside the Agency and the digital transformation of archives.

Specifically the Young Graduate Trainee (YGT) shall perform the following activities:

- conduct ad hoc studies and analysis in support of the Cabinet specific items of the Digital Agenda;
- support the testing, validation and the deployment of the systems developed by IT;
- support the change management activities related to the digital transformation;
- support the transition of libraries from LN to Microsoft Share Point and support the use of Microsoft Share Point functionality to implement the ESA Records management procedures;
- participate in the assessment of the collections of the ESA Corporate archive and support the publication of its catalogues on-line.

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

Familiarity with document management concepts and solutions is an asset.

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 as well as a customer focus attitude.

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 26 September 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