

Job Title: Liaison Officer

Req ID 8041 - Posted 27/09/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Space Transportation.

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

Liaison Officer

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

Location

ESA Headquarters, Paris, France

Description

Liaison Officer for the Director of Space Transportation, Directorate of Space Transportation.

Duties

The Liaison Officer, under the direct authority of the Director of Space Transportation, will support the latter by:

- preparing the internal communication of the Director of Space Transportation;
- managing VIP and launch events for the Director and dealing with protocol affairs;
- working out a digitalisation concept for the Director of Space Transportation (D/STS) and implementing a pilot phase;
- ensuring a coherent strategy for internal communication from D/STS across the directorate, in particular with the Directorate representation in Kourou;
- supporting the Director with regard to the preparation of press requests in close cooperation with the Space Transportation Communication Coordination Officer;
- representing the Director for, and supporting the implementation of, Space Transportation knowledge management activities;
- supporting the coordination of Space Transportation databases with wider ESA policies;
- coordinating the Space Transportation contribution to ESA's corporate internal communication and diversity and inclusiveness;
- ensuring the organisation of joint events and activities with CNES/DLA co-located at ESA Headquarters Daumesnil.

Technical competencies

Understanding of Member States and relevant stakeholders' communication networks

Good understanding of the European context, other organisations and challenges

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

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

Behavioural competencies

Planning & Organisation

Communication

Customer Focus
Relationship Management

Education

A university degree (Master's level) or equivalent qualification in communications or related fields, such as science communications, humanities, marketing, business management, engineering or similar.

Additional requirements

Knowledge of space transportation in a European environment and its actors as well as professional experience in communication are assets.

Candidates should have good analytical and communication skills and strong relationship management ability, as well as good organisational skills. Writing skills in an international setting are essential.

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 25 October 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.