

# Job Title: Partnership Coordinator

Req ID 7822 - Posted 12/11/2018



## 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

#### Partnership Coordinator

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

### Location

ESA Headquarters, Paris, France

### Description

Partnership Coordinator in the Partnerships Unit, Management Support & Corporate Activities Office, Communication Department, Director General's Services.

Provides functional support related to process management, legal liaison and reporting carried out via the Communication Department.

### Duties

Reporting directly to the Head of Unit, the postholder will be responsible for the following duties:

- contributing in close coordination with the Legal Services Department to:
  - drafting and updating tailored templates and tools (contracts, notices, terms & conditions, forms) for communication projects in general and partnership agreements in particular;
  - training Communication Officers to ensure consistent implementation of templates/tools;
- providing input on ESA's Communication Strategy, liaising directly with external entities' competent services (communication, legal, etc.) and negotiating partnership agreements and other relevant communication-related documents in conjunction with the latter Department;
- collecting internal clearances on behalf of the Communication Department, especially for the conclusion of partnership agreements;
- providing support to the Head of Unit to resolve issues (images, contracts, content etc.) arising from the execution of agreements signed by the Agency and those arising from unauthorised activities externally;
- implementation and monitoring the partnership validation process;
- monitoring the status of partnership agreements, reporting regularly to the Head of Unit, flagging up any actual or potential issues identified;
- developing and maintaining efficient and effective tracking and monitoring to ensure that the up-to-date status of all partnership activities is known at all times;
- ensuring in coordination with the Channels, Production & Distribution Office that the rights to ESA property are correctly handled with timely delivery of the identified material as part of the Agency's commitments under agreed partnerships;
- tracking and monitoring the Key Performance Indicators as defined during development of the Unit's baseline strategy.

### Technical competencies

State-of-the-art knowledge in area of responsibility at required level  
Knowledge of the Communication Strategy and in particular of the partnership activities  
Experience in the negotiation of communication contracts  
Knowledge of intellectual property rights in the media context  
Expertise in modern archiving systems and their interfaces with asset monitoring and control systems

### **Behavioural competencies**

Communication  
Planning & Organisation  
Problem Solving  
Relationship Management

### **Education**

Applicants should have a Master's degree or equivalent qualification in law and/or computer sciences.

### **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 10 December 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).

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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.