

# Job Title: Legal Assistant

Req ID **8613** - Posted **04/12/2018**



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Industry, Procurement and Legal 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

Legal Assistant

This post is classified B2-B4 on the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France

### Description

Legal Assistant in the Legal Services Department, Directorate of Industry, Procurement & Legal Services.

### Duties

Reporting to the Head of Department, the postholder is responsible for planning, organising and performing a diverse range of administrative duties and tasks. The main tasks will include:

- cooperating with each of the Legal Officers concerned; proofreading, editing and updating legal documents (Declarations, Resolutions, Implementing Rules, international agreements and other types of ESA official acts) in both English and French;
- ensuring timely publication of Programme Board, Industrial Policy Committee, Administrative & Finance Committee and Council documents, establishing for that purpose a responsive and direct relationship with Council, Programme Board and Committee Secretaries;
- responding to, investigating and handling as appropriate internal and external enquiries, interfacing as required with the Directorates concerned, in particular with the Legal Officers and assistants responsible for the various areas within the organisation, showing a high degree of sensitivity and knowledge of priorities and functions;
- following up appropriate actions to address issues and maintain operational planning of tasks and actions as required, setting priorities to ensure timely issuing of legal documents, identifying disconnects and clarifying expectations;
- researching information and creating official ESA records using various informatics applications, including for the preparation of ESA legal texts, articles, international agreements and other documents.

### Technical competencies

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

Proficiency in the use of the Agency's information systems, tools and applications, including online services on the internet

Knowledge of the relevant Agency rules, processes and procedures

Mastering the editing and production of official legal texts

### Behavioural competencies

Communication

Continuous Learning

Customer Focus  
Planning & Organisation  
Results Orientation  
Self Motivation

## Education

Secondary-school level, supplemented by professional training in administrative skills and/or in secretarial- related activities or equivalent. A law or administrative studies degree would be an asset.

## Additional requirements

Applicants are expected to be very proactive, demonstrating excellent planning and organisational skills, multitasking and attention to detail, and the ability to quality-control their own work.

Strong communication skills, cross-cultural sensitivity, an ability to interface well with staff at all levels, work effectively in a team environment, under minimal supervision and possessing good judgment are all key requirements. Tact and discretion are essential. Knowledge and practical experience of legal English are also required.

## 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 04 January 2019.**

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, 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.