

# Job Title: Ariane Exploitation Programme Support Officer

Req ID 8607 - Posted 14/12/2018



## 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

#### Ariane Exploitation Programme Support Officer

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

### Location

ESA Headquarters, Paris, France

### Description

Ariane Exploitation Programme Support Officer in the Ariane Exploitation Programme, Launchers Exploitation Department, Directorate of Space Transportation.

### Duties

The postholder reports directly to the Programme Manager. Duties will include:

- preparing inputs for reports, programme proposals and documents for corporate reporting and meetings with Delegations;
- consistent and timely preparing of procurement actions;
- organising project reviews;
- providing syntheses of project planning, including procurement planning and related proposals, establishing the general planning of programme activities;
- preparing syntheses of contract actions and cost plans;
- supporting risk plan maintenance;
- supporting the preparation of further programme phases;
- being the focal point for internal and external communication;
- supporting the Programme Manager in preparing the Ariane 6 Launch System's Exploitation phase;
- acting as main Ariane Exploitation Programme interface with the Ariane 6 Launch System Architect, Launcher System, P120 and Ground Segment projects and with the Cost Monitoring Office for preparing decisions related to the Ariane 6 Transition and Exploitation phases;
- following up and providing syntheses on the implementation of the recommendations and actions of the Ariane 6 Exploitation Readiness Key Point (ERKP).

In day-to-day activities, the postholder will interface and cooperate with the Ariane exploitation project teams.

### Technical competencies

Multi-disciplinary knowledge of area of responsibility

### Behavioural competencies

Communication

Relationship Management

Results Orientation

Teamwork

## Education

Applicants should have a Master's degree or equivalent qualification in an engineering discipline.

## Additional requirements

Candidates should also have:

- knowledge of other domains with interfaces to own area of responsibility;
- excellent analytical skills;
- in-depth knowledge of internal instructions and processes required for programme administration including procurement, risk management and financial planning processes;
- experience in the execution of space-related projects.

## 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 13 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 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.