

Job Title: Senior Advisor in the EU Administrative Service Division

Req ID 8847 - Posted 25/09/2019



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

Senior Advisor in the EU Administrative Service Division

This post is for a limited duration of 4 years, non-renewable, and is classified A2-A4 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France with a resident assignment in Brussels, Belgium

Description

Senior Advisor in the EU Administrative Service Division, Procurement and EU Administration Department, Directorate of Industry, Procurement and Legal Services.

Reporting hierarchically to the Head of Division, the postholder will be responsible for advising on the Division/Agency adaptation to EU evolution factors and supporting the establishment of the establishment of the Administration front office for EU-funded activities.

Considering the potential role of strategic follow-up of EU evolution matters, the postholder will also report functionally to the Head of the ESA's Brussels Office.

Duties

The postholder will in particular:

- support the negotiation team as necessary for the FPPA and contribution agreements, notably by contributing to the definition, implementation and further evolution of schemes and provisions to be agreed with the EU, taking into account experience accumulated in the specific field;
- communicate to and with the relevant interact European Commission services, interacting as necessary in coordination with the responsible Programme Directorates, regarding the necessary administrative services to be provided by ESA for implementation of EU-'delegated' programmes/activities; closely monitor and regularly inform D/IPL, D/HIF and other responsible Directorates of developments in relevant EU space policy initiatives, providing analysis of the potential impact for ESA;
- support D/IPL, D/HIF and other Directorates in carrying out discussions with Member States on EU-relevant matters;
- ensure regular contact with industry representatives, business organisations and other relevant space entities in Brussels on EU space policy matters and evolution factors;
- support any potential initiatives (under responsibility IPL-I) to reach common ESA-EU views on an industrial policy for the European space industry;
- support implementation of any proposal to define roles and schemes for meaningful ESA participation in space R&D activities to be funded under Horizon Europe (or any similar EU programme);
- provide the Secretariat for the Regulatory Compliance Management Board for EU agreements;
- participate in all relevant boards and committees as necessary.

The Senior Advisor will support the Head of the Division in covering all the financial, procurement, legal and compliance services required to negotiate, implement and support EU-'delegated' programmes/activities as regards the following services provided to Directorates:

- representing the interface between HIF-F and the relevant Commission entities for the financial aspects of implementing EU-‘delegated’ programmes/activities pursuant to the terms of the relevant agreements;
- representing the interface between IPL-P and the relevant Commission entities for the preparation and execution of all procurement activities resulting from ESA implementation of EU-‘delegated’ programmes/activities pursuant to the terms of the relevant agreements;
- ensuring that the abovementioned EU-related actions and instructions are consistent with ESA’s regulatory framework;
- monitoring and following up the administrative aspects of the agreements with the Directorates concerned.

Technical competencies

Knowledge of ESA’s legal environment, convention, rules, regulations and policies

Knowledge of the ESA institutional framework, policies and programmes

Knowledge of the European and international space sector (institutional, commercial and/or industrial)

Behavioural competencies

Communication

Relationship Management

Customer Focus

Results Orientation

Education

Applicants should have a Master’s degree, or equivalent qualification in law.

Additional requirements

Ability to understand complex issues (in all their dimensions) and formulate appropriate solutions.

Experience in the ESA decision-making and governance.

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 Wednesday 16 October 2019.

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. In view of the limited duration of this post, internal candidates are strongly advised to contact their HR advisor before applying. (<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.