

Job Title: Head of the Policy and Programme Coordination Department

Req ID 10054 - Posted 18/05/2020



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

Head of the Policy and Programme Coordination Department
This post is classified A6 on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, The Netherlands, as a central location with presence in all sites

Description

Head of the Policy and Programme Coordination Department in the Director General's Service.

Duties

Under the direct authority of the Director General, you will interact with ESA Directors and Programme and Project Managers as well as with equivalent positions from other space actors outside ESA. You report regularly to the Executive Board, especially the Director General. Intensive interaction with all Departments of DG's Services is required, in particular with External Relations for matters related to programmatic interaction with ESA Member States, non-ESA European States, European Union and non-European States and other governmental entities.

You will support and push forward the development of the various programmes and projects as well as a mid- and long-term programmatic vision for ESA. In particular, you will:

- propose actions for evolving all ESA programmes and programmatic activities/policies;
- secure the coherence and efficiency of activities across Directorates, programmes and projects to fulfil the overall strategic decisions of the Director General, especially to secure through direct interaction the programmes and projects within new activities (e.g. "Space Safety and Security");
- analyse ongoing ESA programmes and proposals for new programmes in terms of their synergy and relevance in relation to activities and programmes of other actors worldwide;
- gather and propose technical and scientific content for consideration in ongoing and future ESA programmes and initiatives, proposing new policy directions to the Executive Board and especially the Director General;
- interact with Directorates to coordinate the various programmes for coherent long-term scenarios;
- initiate new Programme Proposals in cooperation with the Director General and Directors;
- coordinate the preparation of ESA delegate-level and Ministerial Council Meetings in all aspects related to the Agency's programmes;
- coordinate the implementation of the Agency's Basic Activities;
- contribute to ESA's Education activities (schools, universities) of ESA in close interaction with Member States and Directors.

Technical competencies

Knowledge of ESA programmes and policies in all pillars (Science & Exploration, Applications, Space Safety & Security, Enabling & Support)

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

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

Leadership competencies

Developing & motivating people
Driving performance
Fostering cooperation & effective team-working
Leading change
Strategic vision & business context

Behavioural competencies

Ambassadorship
Communication
Responsible Decision-Making

Education

You should have a Master's degree in a scientific/technical domain. A PhD is an asset.

Additional requirements

Experience in the technical aerospace field, including at least 10 years in industry or in research.
Work and life experience in an international environment, including outside Europe.
Excellent interpersonal and communication skills, as well as a proven capacity to lead change and interact with different stakeholders.

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.

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem solving and decision-making exercises.

The closing date for applications is 15 June 2020.

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.

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.