

Job Title: Technical Documentation Management and Security Support Officer

Requisition ID 11829 - Posted 19/11/2020



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

Technical Documentation Management and Security Support Officer

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

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the post may be filled at A1 level.

The appointment will be for a limited duration of 4 years (non-renewable).

Location

ESA Headquarters, Paris, France

Description

Technical Documentation Management and Security Support Officer in the Chief Technical Advisor Office, Directorate of Space Transportation.

Duties

The Technical Documentation Management Support Officer reports to the Chief Technical Advisor and is responsible for:

- proposing and coordinating the creation of a technical documentation organisation applicable across the Directorate of Space Transportation (STS);
- establishing the working procedures between ESA and external (CNES/industry) documentation offices; implementing, administering and updating the programme documentation database;
- ensuring that documentation complies with the applicable processes and requirements, in line with programme documentation management plans and rules;
- interfacing with IT tool managers concerning configuration, bug tracking, testing and tool evolution; interfacing with the Information Security Officer on all document security matters;
- monitoring database integrity and consistency in terms of metadata, relevance, validity and applicability of the documents, and completeness;
- monitoring database in terms of compliance with security classification levels, including management and processing of limited distribution/classified documents;
- ensuring standard information management: reception, checking, registration and classification, distribution and final archiving of the project documentation, engineering data and drawings;
- checking the coherence, consistency and completeness of any incoming documentation including major programme review data-packages;
- supporting major programme reviews by preparing and ensuring availability of technical data packages, tool setup and internal and external user support;
- liaising with industry and external partners on official documentation exchange;
- providing support in ensuring coherence and consistency of the technical documentation management for major STS programmes.

Technical competencies

Knowledge of technical documentation management

Experience in technical documentation management tools and techniques

Knowledge of the ESA framework, policies and programmes

Knowledge of key European Space Transportation actors

Behavioural competencies

Result Orientation
Operational Efficiency
Fostering Cooperation
Relationship Management
Continuous Improvement
Forward Thinking

Education

You should have a Master's degree.

Additional requirements

Previous consolidated experience of technical documentation management for European space-related programmes and knowledge of official documentation management tool (Eclipse) is considered an asset.

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 17 December 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, Latvia 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.

(<https://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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

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.