

# Job Title: Legal Officer

Requisition ID 11922 - Posted 08/12/2020



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Ind., Proc. & Legal Serv..

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. For this purpose, we welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

### Post

#### Legal Officer

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

### Location

ESA Headquarters, Paris, France

### Description

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Legal Officer in the Institutional Law Division, Legal Services Department, Directorate of Industry, Procurement and Legal Services. As Legal Officer, you will report to the Head of the Institutional Law Division. The European Space Agency is an international organisation and the European gateway to space. Together with its Member States, the Agency pushes the boundaries of discovery and exploration and provides space applications for the benefit of citizens on Earth. ESA's Legal Services Department provides a broad range of legal services and advice to support the implementation of ESA's activities and programmes. Our expertise spans across variety of legal disciplines including, but not limited to, public international law, European law, national law of ESA's Member States, law of international civil servants, litigation and arbitration, intellectual property law and export control regulations. You will be part of a team of highly motivated and skilled lawyers in an inspirational, interdisciplinary and multi-cultural environment

### Duties

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You will have the following responsibilities:

- Draft and prepare legal instruments and working documents necessary for the conduct of the Agency's activities and programmes;
- Provide legal advice on the formulation and application of the Agency's regulations and rules, as well as implementation of such rules, regulations and policies in the Agency's day-to-day actions;
- Prepare international agreements and participate in their negotiation;
- Participate in the representation of the Agency's position in legal disputes, whether before the Agency's Appeals Board or in the arbitration proceedings;
- Conduct legal analysis and prepare memoranda and briefings regarding developments in public international law and national laws of the jurisdictions in which the Agency operates;
- Analyse legal documentation and carry out actions on the relevant legal and regulatory environment, in which the Agency conducts its activities;
- Provide legal assistance and advice by closely interacting with the Agency's decision makers ;
- Attend and provide legal support to internal committees and boards of the Agency, as relevant to the above functions.

### Technical competencies

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Knowledge of the legal environment in which an international organisation operates

Knowledge of the ESA institutional framework, policies and programmes

Knowledge of the European and international space sector

Expertise in analysis, drafting and presentation of complex contracts and/or of public international law instruments

Negotiation skills

### Behavioural competencies

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

## **Additional requirements**

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You should demonstrate the ability to:

- Engage with senior stakeholders
- Recognise the needs of clients based on the context of cooperation and address them accordingly;
- Work collaboratively as part of an international team of lawyers in a professional, open-minded and teamspirited manner;
- Identify priorities and critical activities and manage work flow appropriately;
- Understand different legal systems and provide relevant legal advice;
- Master English at a professional level and work effectively in different languages (beyond your mother language);

You should have at least five years of professional experience within public administration, at an international organisation, specialised law firm or in private industry.

Publications on international law or on the law of one or more of ESA's Member States are an asset.

## **Education**

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A Master's degree in law is required.

Advanced studies in public international law and/or national law.

Qualification for admission to the bar is 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 Friday 1 January 2021.**

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us at [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, 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 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.