

# Job Title: Navigation Programme Coordination Officer

Requisition ID 11840 - Posted 23/12/2020



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Navigation.

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

#### Navigation Programme Coordination Officer

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

### Location

ESA Headquarters, Paris, France

### Description

You will report to the Head of the Navigation Coordination Office, to whom you will provide assistance with various coordination tasks for the Directorate of Navigation. You will also be in charge of coordinating all the Directorate's internal and external communication activities in collaboration with the ESA corporate communication services.

### Duties

As Coordination Officer, you will be responsible for carrying out the following main duties:

- coordinating, for the NAV management team, the contributions to the Agency's transversal activities, including inter-directorate working groups and joint actions with/input for the Agency Executive Board;
- representing the NAV Directorate in various ESA transversal and corporate working groups;
- managing the preparation and execution of the Directorate's strategic management processes;
- coordinating and leading, for the Directorate, various corporate reporting activities related to the Navigation Programmes;
- preparing analyses, reports and presentations related to activities with EC, GSA, industry and ESA internal operations;
- managing other ad hoc tasks as part of the coordination office activities.

As Communication Officer, you will design, coordinate and manage the Navigation Directorate's internal and external communication activities, in close coordination with ESA corporate communication services and EU institutions. This includes:

- preparing and implementing the yearly plans for the Directorate's internal and external communication activities;
- managing NAV resources and tools (e.g. websites, databases, Teamshare, etc.) for internal communication;
- creating and producing internal communication content in liaison with the NAV Directorate management team based in Paris, ESTEC and Toulouse (interviews, videos, summary reports, presentations, internal events, etc.);
- taking initiatives to improve and promote internal communication in the NAV Directorate;
- helping to prepare communication events, such as press conferences and launches;
- producing communication content.

### Technical competencies

Knowledge of the ESA institutional framework, policies and programmes

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

Ability to gather and share relevant information

Knowledge of and experience in communication and associated tools

### Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

## **Education**

A Master's degree in e.g. engineering, physics or economics, complemented by communication-related training and/or education.

## **Additional requirements**

Previous experience in some of the areas of the duties is required.

## **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 20 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.