

# Job Title: Programme Coordinator

Requisition ID 11944 - Posted 23/12/2020



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of EO Programmes.

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 Programme Coordinator

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

**Location**  
ESTEC, Noordwijk, The Netherlands

### Description

The FutureEO Programme, previously known as EOEP, is the backbone R&D programme in the ESA Earth Observation (EO) domain.

FutureEO typically accompanies the development of an Earth Science mission through its entire lifecycle, from the early technology-supporting activities, up to actual mission selection, implementation and operations and eventually, support to the EO user communities, feedback and lessons learned for future missions.

FutureEO activities are implemented across the four departments in the EO Directorate, also with the support of other ESA directorates, as required.

Finally, FutureEO is the focus of intense cooperation with national space agencies, and international organisations such as the EU and EUMETSAT.

This complex scope and environment requires a coordination function at Directorate level, which is provided by the Strategy, Programme and Coordination Office (EOP-C), at the request of the Director of Earth Observation Programmes.

Reporting to the Head of the Strategy, Programme & Coordination Office (EOP-C), you will provide support to the PB-EO Secretary for the programmatic coordination of FutureEO, and of other EO programmes on an ad hoc basis.

### Duties

To provide a service to the entire EO Directorate. Responsibilities will typically but not solely include:

In respect of the FutureEO programme, as a predominant part of the duties:

- Drafting of documents linked to the preparation and implementation of the successive periods of the FutureEO Programme, e.g. programme proposals, implementation plans, work plans, etc.;
- Planning and implementation of FutureEO programmatic reviews and ad hoc seminars;
- Reflection on the evolution of the FutureEO programme;
- Interaction at corporate level (corporate planning and reporting);
- Support to the preparation of Council and Council at ministerial level, notably including the drafting of legal documents, and the development of a narrative to rally strong support from Member States.

You are not vested with any responsibility in terms of the implementation of scientific/industrial contracts in the Programme. You will however be in a constant interaction mode – in a non-hierarchical way – with staff from all EO departments and offices; with staff from other ESA directorates, and with the EO community at large (typically Member State delegations, industry, scientific committees and user groups).

In respect of other EO programmes:

- Similar to FutureEO, on an ad hoc basis.

### Technical competencies

ESA EO policies and programmes, in particular FutureEO

Knowledge of the interfaces with ESA cooperation entities, such as EU, EUMETSAT, European and non-European national space agencies

## **Behavioural competencies**

---

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

## **Education**

---

A Master's degree in engineering or in a earth observation related science domain is required.

## **Additional requirements**

---

- Ability to act as a reliable and recognised reference person, in a non-hierarchical relationship environment;
- Ability to work autonomously and to take initiatives;
- Ability to deliver on time;
- Ability to network in various environments (ESA Staff, Delegations, industry);
- A Socio-economic education is a plus (and could – provided it is related to Earth Observation – be an alternative to an education in engineering or science).

## **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 21 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).

-----  
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.