

Job Title: Policy Officer

Requisition ID 12186 - Posted 25/02/2021



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Earth Observation 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 Policy Officer

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

Location
ESRIN, Frascati, Italy

Description

Policy Officer in the Strategy, Programme and Coordination Office, Directorate of Earth Observation Programmes.

Under the direct authority of the Head of the Strategy, Programme and Coordination Office, you will provide advice and support in programmatic and strategic matters related to Earth Observation.

Duties

You will be responsible for the following duties:

- preparing programme, policy and strategy papers on ESA's Earth Observation activities in the context of European and international partners;
- defining and supporting the implementation of actions related to Space 4.0 within the Directorate, in close coordination with the Directorate's Departments and other Directorates and Services of ESA;
- supporting the preparation of programme proposals and related documents for ESA Ministerial Conferences;
- supporting the preparation of relevant ESA meetings (e.g. Executive Board, ESA Council, Objectives Setting Seminars, etc.);
- assessing potential new partnership schemes for Earth Observation (e.g. with industry and institutional partners);
- preparing and maintaining a coherent set of presentation material and preparing interventions for the Director;
- assisting the Director of Earth Observation Programmes and Head of Office in daily matters and in ad hoc tasks as necessary.

Technical competencies

Knowledge of the ESA institutional framework, policies and programmes (Technology, Science, Launchers, Human Space and/or Applications)

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

Knowledge & understanding of the Agency's core business

Knowledge of ESA's legal environment, convention, rules, regulations and policies

ESA Earth Observation policies and programmes

Major international initiatives related to Earth Observation (eg.: CEOS, GEO, UN Environmental Conventions)

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A Master's degree in Earth Observation or a related domain with a proven interest in space policy matters is required.

Additional requirements

You are expected to demonstrate good presentation skills

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 18 March 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.

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.