

**Job Req ID:** 12130  
**Agency:** ESA

## Young Graduate Trainee for Smart Working & Digital Workplace Engineering



### EUROPEAN SPACE AGENCY

Young Graduate Trainee Opportunity in the Directorate of Internal Services.

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

#### **Post**

**Young Graduate Trainee for Smart Working & Digital Workplace Engineering**

This post is classified F1.

#### **Location**

ESRIN, Frascati, Italy

#### **Our team and mission**

The End-User Projects & Evolution Section team reports to the Head of the End-User Projects & Evolution Section.

The Section is part of the Directorate of Internal Services' ESA Information Technology Department and is the technical authority with respect to end-users' digital workplace capabilities (Collaboration Tool, Smart Space and Unified Communication) across the Agency.

The team is responsible for continuously keeping abreast of digital workplace technology and, via collaboration with the user communities and through a shared governance board, setting up projects to develop new digital workplace capabilities before transferring them over to operation.

Interested candidates are encouraged to visit the ESA website: <http://www.esa.int>

#### **Field(s) of activity/research for the traineeship**

You will contribute to definition of the Collaboration and Smart Space environment for End-Users by identifying, proposing and supporting the implementation and adoption of tools and processes, within the MS Office365 ecosystems, thus fulfilling the Agency's collaboration needs

#### **Technical competencies**

Knowledge of relevant technical domains

Relevant experience gained during internships/project work

Breadth of exposure coming from past and/or current research/activities

Knowledge of ESA and its programmes/projects

## **Behavioural competencies**

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

## **Education**

You should have just completed, or be in your final year of, a university course at Master's level in a technical or scientific discipline.

## **Additional requirements**

Specific knowledge of one of the following disciplines will be considered an asset:

- MS Office 365 ecosystem
- Collaboration tools
- Smart Space.

You should have good interpersonal and communication skills and should be able to work in a multi-cultural environment, both independently and as part of a team.

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.

During the interview motivation and overall professional perspective/career goals will also be explored.

## **Other information**

For behavioural competencies expected from ESA staff in general, please refer to the [ESA Competency Framework](#).

**The closing date for applications is 21 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](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, and the United Kingdom. Nationals from Latvia and Slovenia, as Associate Member States, or Canada as a Cooperating State, can apply as well as those from Bulgaria, Cyprus, Lithuania and Slovakia as European Cooperating States (ECS).

Priority will first be given to candidates from under-represented Member States.

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