

EUROPEAN SPACE AGENCY

Administrator

Job Req ID: 12586

Closing Date: 21 June 2021

Publication: External Only

Vacancy Type: Permanent

Date Posted: 07 June 2021

Vacancy in the Directorate of European, Legal and International Matters.

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.

This post is for a limited duration of 4 years and is classified A2-A4 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

Administrator in the Directorate of European, Legal and International Matters.

This is a non-renewable post for a limited duration of four years and is classified A2–A4 on the Coordinated Organisations' salary scale.

Duties

If successfully appointed to this position, you will report to the Director of European, Legal and International Matters and support a team of special advisors in their tasks including:

- Supporting preparation of the Space Summit in 2022 and the follow-up Summit in 2023.
- Supporting preparation of the Intermediate Ministerial Meeting (IMM) to be held towards the end of 2021 and of the Council meeting at ministerial level to be held at the end of 2022.
- Producing analysis of specific international developments contributing to the activities of the Directorate of European, Legal and International Matters.
- Providing guidance and supporting the implementation of approved agreements.

Technical competencies

Knowledge of the ESA institutional framework, policies and programmes

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

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

Applicants should have a Master's degree or equivalent qualification in political science or related fields, such as business management or similar.

Additional requirements

Proven experience in international relations or business management and a demonstrated ability to establish and develop contacts.

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.

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 view of the limited duration of this post, internal candidates are strongly advised to contact their HR advisor before applying.

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.