

Head of Foresight, Strategy and Coordination Department

Job Req ID: 12750

Closing Date: 27 September 2021

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 30 August 2021

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.

This post is classified A6 of the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

Head of the Foresight, Strategy and Coordination Department in the Director General's Services.

Duties

You will report to the Director General and interact with ESA Directors and Programme and Project Managers, as well as with the staff at an equivalent level of other space actors outside ESA. You will report regularly to the Executive Board, especially the Director General. Intense interaction with all Departments of DG's Services is required, in particular with the Director General's Cabinet regarding matters related to programmatic interaction with ESA Member States, and with the Directorate of European, Legal & International matters regarding those related to programmatic interaction with non-ESA European States, EU and non-European States and other governmental entities.

You will be in charge of strategic thinking at ESA and of its mid- and long-term programmatic vision. In particular, you will:

- follow up implementation of the DG Agenda 2025 and coordinate the implementation of related actions;
- contribute to the Director General's strategic thinking, in particular by providing a foresight capacity and initiating and consolidating transverse initiatives across ESA, fostering a coherent approach both internally and externally;
- oversee programmatic preparation of Council meetings at ministerial level and prepare the ESA Long-Term Plan;
- provide support to the Director General by coordinating reporting at programmatic level and preparing Space Summits and Intermediate Ministerial Meetings;
- propose specific, coordinated and consolidated actions and programme proposals across ESA in terms of Safety and Security (for space and from space), Climate and Sustainability and ESA Transformation;
- provide administrative follow-up and support for ESA staff seconded to external entities, advising the Director General on those matters.

ESA's Security and Cyber Security authority comes under the Department.

Technical competencies

Knowledge of ESA programmes and policies

Understanding of the Agency's core business and structures and relationship to other Space Agencies

Knowledge of the ESA institutional framework, and 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

You should have a master's degree in engineering and/or management.

Additional requirements

Excellent interpersonal and communication skills, as well as a proven capacity to lead change and interact with different stakeholders. The selected candidate should display a thorough knowledge of the Agency's business and strong leadership competencies, including experience in managing and developing a team of professionals.

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.

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem solving and decision-making exercises.

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, Lithuania and Slovenia.

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.

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