

EUROPEAN SPACE AGENCY

Intern in the Director General's Cabinet within the Director General's Services

Job Req ID: 12851

Closing Date: 13 October 2021

Publication: External Only

Vacancy Type: Intern

Date Posted: 14 September 2021

Internship Opportunity in the Director General's Services.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

Location

ESRIN, Frascati, Italy

Our team and mission

DG Cabinet (DG-O): the DG Cabinet is responsible for supporting the Director General and Council in their operational activities, including acting as Secretary to Council, and supporting the ESA governing bodies and delegations. Responsibilities include relations with Member States (including pre-Council consultations, preparation of meetings and visits of the Director General, maintaining brief and up-to-date dossiers on each Member State), preparation of Executive Board meetings and bilateral meetings with Directors, providing language services (interpretation, translation, editing, minute-writing), record management and protocol services. The DG Cabinet is also responsible for providing management support and administrative coordination for the DG Services.

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

Field(s) of activity/research for the traineeship

The trainee will put into practice the knowledge acquired during their studies, while supporting the activities of the Members States Relations team within the DG Cabinet.

The main tasks will be, in coordination with the other trainees of that team, to support the daily tasks of the team and in particular:

- identifying main space trends, policies, governance changes and other policy-related topics in selected ESA Members States;
- contributing to the regular update of the Observatory of Member States;
- contributing to the elaboration of files prepared before DG visits to Member States;
- following and giving assistance for major meetings and planning activities;
- ad-hoc tasks in support of the team's activities

Education

Candidates must have student status and be enrolled at university for the entire duration of the internship. Applicants should preferably be in their final or second to last year of a University course at Masters Level in a technical or scientific discipline.

Additional requirements

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.

Knowledge and background in the areas of space activities and programmes is an asset. Students with different educational backgrounds are encouraged to apply, including: international relations, law, business and economics, STEM fields, etc. A strong motivation is the primary selection criterion.

Other information

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

If you require support with your application due to a disability, please email 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, and the United Kingdom. Nationals from Latvia, Lithuania and Slovenia, as Associate Member States, or Canada as a Cooperating State, can apply as well as those from Bulgaria, Cyprus and Slovakia as European Cooperating States (ECS).

[Apply now »](#)