

EUROPEAN SPACE AGENCY

Administrator

Job Req ID: 12856

Closing Date: 16 November 2021

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 19 October 2021

Vacancy in the Director General.

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 A2-A4 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

Administrator in the Director General's Support and Relations with Member States Section, within the Director General and Council Support Division, Director General's Cabinet.

Duties

Under the direct authority of the Head of the Director General's Support and Relations with Member States Section, you will be responsible for:

- supporting the Director General in his operational activities;
- providing analysis and dedicated assessment, including preparation of briefing and background inputs, liaising, as needed, with the relevant ESA directorates to ensure ESA-wide coordinated preparation, supporting ESA management in preparing high-level interactions/meetings with Member States;
- following up trends in contributions to ESA programmes, evolutions in the geo-return and Member State involvement in the different ESA programmes as background information supporting the decision-making process, as well as the identification and elaboration of new policies and strategic initiatives;
- maintaining up-to-date reports on relevant countries, monitoring in particular, their political evolution, economic situation, national space plans and strategies;
- supporting the Director General's correspondence, speeches, presentations, reporting and contributions to publications;
- organising bilateral meetings with selected Member States Delegations;
- performing ad hoc studies and actions as requested.

Technical competencies

Knowledge of ESA, its activities, programmes and policies

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

State-of-the-art knowledge in area of responsibility at required level

Behavioural competencies

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

Education

Master's degree with relevance to the post (e.g. political sciences, law).

Additional requirements

Excellent interpersonal and communication skills, as well as a proven capacity to interact with different stakeholders. The successful applicant will also be required to work effectively in a team environment and under pressure. Good judgement, tact and discretion are other necessary qualities.

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 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, the United Kingdom and Canada, Latvia, Lithuania 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.