

Planetary Defence Information Provision Coordinator

Job Req ID: 12614

Closing Date: 26 October 2021

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 28 September 2021

Vacancy in the Directorate of Operations.

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

ESRIN, Frascati, Italy

Description

You will report to the Head of the Planetary Defence Office and be responsible for coordinating the activities of the ESA Planetary Defence Office with those funded by the European Commission, in particular information provision activities.

Duties

The main responsibilities will be the following:

- ensuring the proper coordination of all the information provision activities of the Planetary Defence Office with other NEO-related activities;
- coordinating and managing implementation of the Planetary Defence/NEO activities funded by the European Commission, as defined in the ESA/EC Contribution Agreement;
- coordinating and managing all internal activities and external contracts related to information provision in the Planetary Defence Office, in particular ensuring functioning of the orbit determination and impact monitoring activities and availability of all NEO-related information provided by the existing and newly developed activities;
- acting as first point of contact between the European Commission and the involved players both within ESA and under ESA contract;
- supporting the Head of the Planetary Defence Office with all tasks related to the Programme Board and internal management activities.

For the above tasks, you will receive support via industrial contracts and from staff in OPS and in other ESA Directorates. Close coordination is expected with the observation coordinator of the Planetary Defence Office regarding all observation-related activities and the mitigation coordinator regarding all aspects of asteroid space missions and ground-based mitigation activities.

Technical competencies

Experience in supporting ESA programmes/projects and knowledge of their technical and programmatic requirements in relevant technical domains
Management of industrial activities
Management of service contracts
Understanding of system requirements and interfaces
Knowledge of ESA technology programmes and the organisation of R&D activities
Knowledge of the industrial and academic landscape in the area of NEOs
Project and risk management

Behavioural competencies

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

Education

A Master's degree in physics, astronomy, or aerospace engineering is required for this post.

Additional requirements

- A solid background in all technical matters related to near-Earth objects
- A background in software systems related to NEOs and/or observation and processing of physical properties of asteroids
- A good understanding of the workings of the Minor Planet Center
- Experience with ESA's SSA/S2P programmes.

People management experience is an asset, as is international experience, i.e. outside your home country, as well as experience in diverse functional areas relevant to ESA activities. Frequent travel within Europe is foreseen in support of the implementation of the EU-funded activities related to NEOs.

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.