

EUROPEAN SPACE AGENCY

Head of the Legal Services Department

Job Req ID: 14486

Closing Date: 2 March 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 2 February 2022

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. We therefore welcome applications from a qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

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

Location

ESA Headquarters, Paris, France

Description

Head of the Legal Services Department in the Directorate of European, Legal and International Matters.

Duties

Under the direct authority of the Director of European, Legal and International Matters, the incumbent is responsible for:

- implementing the Agency's legal policy by defining, drafting and ensuring the overall coherence of its legal instruments including Regulations and Rules;
- drafting programmatic instruments and relevant decisions to be submitted to Council and delegate bodies;
- safeguarding the proper interpretation and application of the Agency's privileges and immunities (Annex I to the Convention);
- providing legal advice and assistance in general, including for the drawing up of administrative instructions and internal procedures;
- organising the legal defence of the Agency in coordination with the relevant directorates and services;
- preparing draft agreements and, in close liaison with the relevant directorates and services, conducting negotiations with Member States and non-Member States and their institutions and with other international organisations and institutions; defining the Agency's policy in matters of intellectual property and export control;
- representing the Agency in international bodies responsible for developing space law

The Head of the Legal Services Department is also entrusted with the duties of ESA Legal Counsel and as such advises the Director General and the ESA Council on institutional and legal matters.

Technical competencies

Experience in managing legal matters in an intergovernmental organisation

Experience in international negotiations

Knowledge of European Union law and international private and public law

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

Education

A Master's degree in law is required for this post.

Additional requirements

You should have a good understanding of technical issues and of the space sector. Experience in an intergovernmental organisation would be an asset.

You should further have:

- proven experience of leading, motivating and developing a team;
- the ability to provide strategic direction to the individuals and teams within the Department and to relate team objectives to the overall, evolving organisational goals and context;
- the ability to drive performance and foster cooperation within and across teams throughout the organisation;
- demonstrated excellent leadership, relationship management and communication skills, both oral and written;
- a proven track record of representing the Agency's interests to external interfaces;
- excellent cognitive, analytical, delegation, planning and organisational skills;
- the ability to anticipate problems, solve complex issues and relate situations to their context;
- the ability to reach solution-oriented, pragmatic and timely decisions of a high standard with integrity as well as to support others (team members, upper management, other stakeholders) in this process.

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.

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 welcome people with disabilities. Whenever possible we seek to accommodate individuals with disabilities by providing the necessary support in the workplace. The Human Resources Department can also assist 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, Slovakia, Slovenia, Spain, Sweden, Switzerland, the United Kingdom, and the United States of America.

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.