

EUROPEAN SPACE AGENCY

Legal Officer

Job Req ID: 14646

Closing Date: 02 March 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 02 February 2022

Vacancy in the Directorate of European, Legal and International Matters.

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 A2-A4 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

Legal Officer in the Institutional Law Division, Legal Services Department, Directorate of European, Legal and International matters. As Legal Officer, you will report to the Head of the Institutional Law Division.

The European Space Agency is an international organisation and the European gateway to space. Together with its Member States, the Agency pushes the boundaries of discovery and exploration and provides space applications for the benefit of citizens on Earth.

ESA's Legal Services Department provides a broad range of legal services and advice to support the implementation of ESA's activities and programmes. Our expertise spans a variety of legal disciplines including, but not limited to, public international law, European law, the national law of ESA's Member States, the law of international civil servants, litigation and arbitration, intellectual property law and export control regulations. You will be part of a team of highly motivated and skilled lawyers in an inspirational, interdisciplinary and multicultural environment.

Duties

You will have the following responsibilities:

- Conducting legal analysis and preparing notes and briefs regarding developments in public international law, including international civil service law and the national labor laws of the jurisdictions in which the Agency operates;
- Contributing to preparation of the Agency's statements for and representation of the Agency's position before the Advisory Board and the Administrative Tribunal;
- Drafting and preparing legal instruments and working documents necessary for the conduct of the Agency's activities and programmes;
- Providing legal advice on the formulation and application of the Agency's regulations and rules, as well as implementation of such rules, regulations and policies in the

- Providing legal assistance and advice by closely interacting with the Agency's decision-makers;
- Attending and providing legal support to internal Agency committees and boards, as relevant to the above functions.

Technical competencies

Knowledge of the legal environment in which an international organisation operates

Knowledge of the ESA institutional framework, policies and programmes

Knowledge of the European and international civil service law and national labour laws

Expertise in analysis, drafting and presentation of legal documents, especially in the field of litigation in international civil service law

Legal drafting and negotiation skills

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A master's degree in law is required.

Advanced studies in public international law and/or national law. Qualification for admission to the bar is an asset.

Additional requirements

You should demonstrate the ability to:

- Engage with senior stakeholders;
- Recognise the needs of clients based on the context of cooperation and address the accordingly; Work collaboratively as part of an international team of lawyers in a professional, open-minded and team-spirited manner;
- Identify priorities and critical activities and manage workflow appropriately;
- Understand different legal systems and provide relevant legal advice;
- Master English at a professional level and work in different languages (beyond your mother tongue);
- You should have at least five years' professional experience within public administration, at an international organisation or a specialised law firm. Publications on international law or on the law of one or more of ESA's Member States are an asset.

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

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 or balanced 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.

*Member States, Associate Members or Cooperating States.

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