

Physical and Personnel Security Policy Officer

Job Req ID: 15201

Closing Date: 20 April 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 30 March 2022

Vacancy 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. 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

Physical and Personnel Security Policy Officer in the ESA Security Office, Foresight, Strategy and Coordination Department, Director General's Services.

Duties

Within the ESA Security Office and reporting to the Head of ESA Security Office, your responsibilities if appointed will include working to ensure staff members' security and physical security, and will specifically include the following:

- managing the activities and tasks referred to in the ESA Security Regulations and the ESA Security Directives, in accordance with relevant national legislation;
- managing activities and tasks, working in close coordination with the relevant internal and external stakeholders;
- drafting documents relating to the implementation of security policy, risk analysis and security measures;
- supervising and ensuring control of implementation of security measures and compliance throughout the Agency for both general- and project-specific purposes;
- planning, executing and reporting the annual ESA inspection plan, coordinating with the ESA Security Office (ESO) and relevant internal/external stakeholders;
- supporting the Head of the ESA Security Office in the updating and maintenance of the ESA Security Master Plan;
- monitoring consistency across the Agency of all security-related documents;
- advising on the implementation of security policy in different areas;
- representing the ESA Security Office in relevant forums;
- preparing the security awareness policy and auditing its implementation.

Other tasks may be assigned within the area of competence as required.

Technical competencies

Knowledge of the ESA institutional framework, policies and programmes (Technology, Science, Launchers, Human Space and/or Applications)

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

Experience of EU/ESA Member States' security processes

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A Master's degree is required for this post.

Additional Requirements

Appointment is subject to the applicant having or obtaining Personal Security Clearance from their National Security Authority.

Other information

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

For further information please visit: [Professionals](#), [What we offer](#) and [FAQ](#)

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 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 conducted by an external background screening service.

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.