

## Head of the Local Affairs Service

**Job Req ID:** 15810

**Closing Date:** 02 August 2022

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 05 July 2022

Vacancy in the Directorate of Internal 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**

ESTEC, Noordwijk, Netherlands

### **Description**

Head of the Local Affairs Service, Human Resources Department, Directorate of Internal Services.

### **Duties**

If selected for this position, you will, under the direct authority of the ESTEC Local Human Resources Manager, be responsible for:

management of the local affairs service ensuring proper liaison between the host nation and ESA/ESTEC by:

- management of the administrative procedures within ESTEC Human Resources related to the registration of staff by the Dutch Ministry of Foreign Affairs and the implementation of the benefits set out in the Host Agreement between the Agency and the Netherlands;
- supporting the Head of Establishment in the relations with the national, regional and local authorities in the Netherlands;
- supporting the Head of Establishment, the ESTEC HR Manager and the Head of the Legal Department in defining and implementing policy issues within the domain of Privileges and Immunities;
- maintaining contacts with the relevant Dutch ministries and international organisations in order to monitor developments especially in the domains of social security and tax law of the Netherlands that may affect ESA/ESTEC staff;
- providing expert advice through participation in the ESA WG on Social Security;
- providing information to ESTEC staff and pensioners on related issues, in particular privileges and immunities, tax and social security;
- liaising with other local entities as required, including international schools.

### **Technical competencies**

Knowledge of HR administrative procedures in international organizations related to the Host Agreement

Experience in maintaining relations with governmental and public authorities

Knowledge of Dutch law, in particular related to social security and tax matters affecting

Ability to negotiate

## **Behavioural competencies**

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

## **Education**

A Master's degree in law is required.

## **Additional requirements**

You should have:

- the potential to manage individuals or a team;
- the ability to organise their activities and ensure a motivating work environment;
- strong leadership capabilities, with proven relationship management and communication skills;
- the ability to drive your team's performance, developing your people by encouraging learning, delegating responsibility and giving regular and constructive feedback;
- strong problem-solving skills to deal with day-to-day operational challenges, together with demonstrated planning and organisational skills;
- a strong result orientation with the ability to set priorities and present practical solutions both orally and in writing
- the ability to manage challenging situations proactively and constructively and to be customer focused.

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](#).

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](mailto:contact.human.resources@esa.int).

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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.