

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Launchers

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

POST Launcher Security Officer in the Launchers Policy, Plans and Quality Management Department, [Directorate of Launchers](#).

This post is classified in the B5–B6 grade band on the Coordinated Organisations' salary scale.

LOCATION ESRIN, Frascati, (Italy).

DUTIES Reporting to the Head of Department and acting in close coordination with the ESA Security Office (ESO), the postholder will be responsible for correct application of the appropriate security rules across the Directorate, formulating the security requirements for ESA's Launchers Programmes working with Classified/Unclassified Information, and ensuring that those requirements are met, with particular regard to protecting information pertaining to, entrusted to or generated by those Programmes.

The postholder is responsible for:

- coordinating and supervising correct application of ESA Security Directives in the Directorate;
- coordinating security aspects for programme and project reviews handling Classified Information;
- opening, reporting and analysing security incidents, defining required corrective actions;
- supporting Launchers (LAU) staff and contractors with assistance, clarification and analysis of specific project needs, defining the security way forward as appropriate;
- interacting with LAU management and ESA's Personnel Security Policy & Outreach Officer for Personnel Security Clearance requests and following up renewals processes;
- developing and maintaining LAU Security Operations (SECOPS) procedures;
- interacting with the Directorate Document and Record Officer (DDRO) on information protection for document and records management;
- supporting the LAU Quality Management Office on security aspects for the LAU QMS project;
- supporting the Project/System Security Officer (PSSO) in developing and maintaining System-Specific Security Requirements Specifications;
- setting up an ongoing security awareness programme, ensuring a minimum number of briefings or annual refresher sessions for all LAU personnel, keeping a record of this;
- being the LAU Zone 5 Security Officer and Registrar for the future joint ESA HQ Security Area;
- acting as Directorate focal point for setting up and maintaining the Programme Security Instructions and annexed Security Classification Guide, in strict

coordination with programme technical experts and ESA's Information Protection Policy Officer;

- collaborating with/supporting the various ESA services responsible for security-related matters (e.g. Physical Security Policy Officer and Site Security Officers for LAU security issues, Personnel Security Policy & Outreach Officer for defining LAU Catalogue of Functions);
- coordinating and liaising closely with the ESA Procurement Department Security Manager;
- supporting the ESO with security inspections and audits of the Directorate;
- performing iterations with LAU firms on all security issues, notably for set-up and maintenance, based on the applicable security rules.

QUALIFICATIONS

Applicants should have a tertiary education (e.g. short-cycle higher education degree) or equivalent qualification, or substantial relevant experience in a security-related field, possibly in the space sector. A knowledge of ESA's security rules, guidelines and procedures, plus a good understanding of export control regulations and limitations applicable to ESA's Launchers Programmes and a good IT background would be considered additional assets.

Familiarity with the ESA environment is considered important, as is the capacity to interact with people at all levels with the utmost discretion, confidentiality and pragmatism.

Applicants must be eligible for security clearance by their national security administration.

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 together with a working knowledge of the other. Knowledge of another Member State language would be an asset.

CLOSING DATE

The closing date for applications is **15 November 2016**.

Applications from external candidates should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CV to Human Resources, ESA-ESRIN, Via Galileo Galilei, 00044 Frascati, Italy.

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2ESRIN](#).

The Agency may require applicants to undergo selection tests.

If you require support with your application due to a disability, please 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.

Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

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.