

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Science and Robotic Exploration

The European Space Agency is an equal opportunity employer and encourages applications from women

- POST** Head of the Future Missions Office in the [Directorate of Science and Robotic Exploration](#).
This post is classified A6 under the Coordinated Organisations' salary scale.
- LOCATION** ESTEC, Noordwijk (Netherlands).
- DUTIES** Under the direct authority of the Director of Science and Robotic Exploration, the Head of the Future Missions Office (SRE-F) will be responsible for:
- managing missions in the study phase under the programmatic responsibility and coordination of the Head of the Programme Coordination Office (SRE-C), working in close liaison with and supported by the Heads of the Scientific Support Office (SRE-S), Projects Department (SRE-P), Operations Department (SRE-O) and Management Support Office (SRE-M);
 - future-mission definition studies (feasibility, Phase A, B1 for all elements) up to mission adoption by the Science Programme Committee or HME Programme Board;
 - future-missions technology preparation and related procurement activities, drawing up, in close coordination with the Directorate of Technical & Quality Management (D/TEC) and under SRE-C programmatic responsibility, Directorate-wide technology plans for Science and Robotic Exploration missions for submission to the Director annually. These will identify the proposed exploitation of the following Programmes: TRP (Technology Research), GSTP (General Support Technology), CTP (Science Core Technology), ETP (Exploration Technology);
 - providing technical and programmatic inputs to the Director of Science and Robotic Exploration at key decision milestones for candidate missions (including assessment of cost-at-completion (CaC)), such as mission down-selection and adoption, by implementing independent technical and programmatic reviews in close cooperation with the other Directorate's entities and involving the Inspector General's Office where relevant;
 - implementing adopted Small Mission projects up to in-orbit commissioning, within approved schedules and CaC;
 - enabling smooth transfer of selected missions to implementation phase, identifying any remaining payload technology development needs, through close coordination with SRE-P;
 - providing payload technology expertise and payload hardware characterisation capability for all mission phases throughout the Directorate, including risk-reduction activities during the preparation phase, and specific support to projects (at SRE-P's request) and mission operations (at SRE-O's request);
 - supporting research activities across the Directorate.
- In performing these tasks, the Head of the Future Missions Office will be supported by:
- the Advanced Payload & Mission Concepts Office (SRE-FM);
 - sections responsible for elaborating and implementing technology workplans (for Cosmic Vision, MREP), Phase B1 studies for selected missions, payload technology validation activities for missions under study, projects in development and mission operations, as well as Small Mission projects.

QUALIFICATIONS Applicants for this post should have a Master's degree or equivalent qualification in engineering or applied physics with experience of engineering and instrument development under space projects. A substantial scientific background with considerable management experience is also required.

Team management responsibilities include:

- defining and communicating clear objectives for the Future Missions Office in line with overall Directorate and Agency priorities;
- promoting an efficient working environment by encouraging cooperation and collaboration within the team and with the Office's various interfaces;
- setting performance objectives for direct reporting, providing regular constructive feedback on performance and addressing issues arising;
- supporting Office staff in their efforts at ongoing professional development;
- inspiring and guiding Office members in preparing the future Science Programme.

Behavioural and managerial requirements include the following abilities:

- be accountable for delivering high-quality team results;
- provide direction: plan, distribute and monitor Office tasks and activities;
- communicate ideas clearly to both team and management;
- excellent planning and organisational skills;
- achieve concrete results and promote innovation;
- communicate the reasons for/impact of change, manage resistance, encourage others to enable change;
- ensure a long-term, strategic view is implemented: communicate the strategy, vision and the place of individual tasks within the broader context.

The working languages of the Agency are English and French. A good knowledge of one of these languages is required together with a working knowledge of the other language. Knowledge of another Member State language would be an asset.

CLOSING DATE The closing date for applications is **16 October 2014**.

Applications from external candidates for this post 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, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem solving and decision-making exercises.

Under ESA Regulations, the age limit of recruitment is 55. However, given the special requirements of the post applications by persons above that age may be considered provided they demonstrate exceptional professional experience in the fields covered by the vacancy notice. Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

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.