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EUROPEAN SPACE AGENCY

Vacancy in the Director General's Services

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

POST

Head of the Coordination Office/Cabinet in the Director General's Services.

This post is classified A6 on the Coordinated Organisations' salary scale.

LOCATION

ESA Headquarters, Paris (France).

DUTIES

Reporting directly to the Director General, the postholder supports the Director General in his activities, in particular by ensuring appropriate Director General and ESA corporate representation, supervising high-level events, official visits and a protocol service, preparing correspondence for the Director General, and coordinating ESA-wide preparation for his meetings with entities. As with all activities, the postholder will ensure the participation of and information and contributions from the respective entities within ESA, as required.

The postholder will ensure the preparation and smooth functioning of the ESA Council and support the decision-making process of Council and its subsidiary bodies by consulting with Member State delegations. In addition, he/she will provide support to the Council Chair, including preparation of statements for internal and external publication, providing documents and briefing notes for the Council Chair at official meetings, and coordinate the harmonisation of working methods of the Chairs of Committees and Programme Boards and the advisory structures.

The postholder is responsible for the Agency's translation, interpretation and minute-writing services, its records and archives and the accreditation and access of delegations to official ESA documents. He/she works in close coordination with the Director General's Office and supervises the team carrying out management support, quality and business control functions.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification together with proven professional experience in the organisation and operation of high-level events and meetings.

Extensive knowledge of the Agency's programmes and experience of ESA's Council, Boards and Committees is a requirement for the post.

Candidates are expected to demonstrate excellent planning and organisational skills, attention to detail and customer focus. In addition to a keen sense of diplomacy, other essential qualities are highly developed communication skills, the ability to interface well with people at all levels, and the ability to work effectively in a team environment under pressure while exercising good judgment, tact and discretion.

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 **14 January 2016**.

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 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.

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.

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.