

## Training Opportunity for Polish National Trainees

Reference	Title	Duty Station
PL-2023-CIC-IC-2	Event Management, Outreach and Communication	ESTEC, Noordwijk
<p><b>Overview of the mission:</b></p> <p>The Industrial Policy and Auditing Department is responsible for fostering the relations between industry and the Agency, for elaborating and implementing the Agency's industrial policy, for defining and implementing the geographical return and industrial audit policies, for working closely with Member States on the achievement of their industrial policy goals and for supporting the successful accession of new Member and Cooperating States.</p> <p>The Capability &amp; Country Support Division, part of the Industrial Policy and Auditing Department, based at ESTEC, is responsible for implementing integration measures for the New Member States (Estonia), Associate Members (Slovenia, Latvia, Lithuania and Slovakia), and Cooperating States (Bulgaria, Cyprus and Croatia) in cooperation with Programme Directorates and the ESA Technical Directorate.</p> <p>The Division aims at developing and reinforcing sustainable industrial and academic capabilities in the space domain in these countries, through technology development contracts, selected through specific Calls for Activities, on topics related to ESA's overall future programmes activities.</p>		
<p><b>Overview of the field of activity proposed:</b></p> <p>As a Polish National Trainee in the Capability &amp; Country Support Division, you will contribute to the development and execution of an internal communication and outreach plan for raising the awareness of the Division's activities in New Member States, Associate Members and Cooperating States as well as in ESA programmes and projects.</p> <p>You will also support the organisation of industry events, conferences, trainings and briefings to industry and academia in these countries. For this, you will be asked to perform administrative and logistical tasks such as contacting and coordinating with speakers, registering attendees, supporting booking event spaces, ordering and managing required supplies and interfacing with ESA staff and directorates.</p>		
<p><b>Required education and skills:</b></p> <ul style="list-style-type: none"> <li>• You should have just completed or be in the final year of your Master's degree in International Relations, Communication and/or Business Administration.</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to work in a multi-cultural environment, both independently and as part of a team</li> <li>• Fluency in English and/or French, the working languages of the Agency</li> </ul>		