

Training Opportunity for Polish National Trainees

Reference	Title	Duty Station
PL-2023-CIC-IC-3	Project Control, Processes Automation and Data Handling	ESTEC, Noordwijk

Overview of the mission:

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.

The Capability & 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.

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.

Overview of the field of activity proposed:

As a Polish National Trainee in the Project Control team in the Capability & Country Support Division, you will contribute to the wide range of activities falling under the responsibility of the Project Control team. This includes implementation of the division's activities in the financial tools of ESA, planning, reporting, financial evaluations, improvement to the team's processes, support in training the team in the adoption of new tools and processes, development of training material, interactions with the department of Contracts, Finance, HR and other Programme directorates.

This challenging opportunity will allow you to be exposed to most ESA aspects and will provide invaluable inside knowledge of the functioning of ESA with enormous potential for growth.

Required education and skills:

- You should have just completed or be in the final year of your Master's degree in Business Administration or Information Technology.
- Experience with SharePoint, Power Automate and PowerBI
- Excellent interpersonal and communication skills

- Ability to work in a multi-cultural environment, both independently and as part of a team
- Fluency in English and/or French, the working languages of the Agency