

Training Opportunity for Polish National Trainees

Reference	Title	Duty Station
PL-2023-DG-OSD	Member States Relations Support	HQ-Nikis, Paris

Overview of the unit's mission:

The DG Support and Member States Relations Section within the Director General's Cabinet is responsible for providing all necessary support to the day-to-day work of the ESA Director General, in particular:

- Maintaining relations with ESA Member States, including pre-Council consultations, as well as meetings and visits of the Director General. This responsibility includes maintaining briefing notes and up-to-date dossiers on each Member State and ensuring ESA-wide coordinated preparation
- Preparing the Director General's internal meetings, providing in particular the secretariat of the Executive Board and organising bilateral meetings with Directorates
- Preparing the Director General's correspondence, speeches, presentations, reporting and contributions to publications
- Supporting the Director General's operational activities in coordination with the Director General's Office
- Protocol service, in particular maintaining a diplomatic network and managing the VIP participation to launch events with the support of the communication services
- Monitoring subsidies granted to third parties and memberships

Overview of the field of activity proposed:

As a Polish National Trainee, you will be integrated into the Section according to your educational background and experience, as well as the priorities of the Section at the time of the training opportunity. Your tasks will be streamlined along the following axes:

- Continuous monitoring of space activities and trends, political developments, and policy-related topics of selected ESA Member States
- Editing and distribution of the Member States observatory and associated products on a weekly basis, in collaboration with the team's interns
- Contributing to the preparation of background input and presentation material for engagements of the Director General
- Maintenance of up-to-date information on all Member States in a one-page format
- Supporting the preparation of the annual ESA Member States Overview
- Supporting ad-hoc studies and policy analysis in support of the Office's activities
- Maintenance of the DG-OSD intranet pages

Required education and skills:

- Master's Degree in a social science, international relations, policy, legal or associated discipline
- Good knowledge of the space sector players and policies, both at international and national level, including at EU level, together with basic understanding of space activities as seen from a user point of view
- Experience in data collection and analysis, being resourceful in identifying sources and pro-active in proposing new approaches. Experience in drafting policy papers will be considered an important asset
- Good interpersonal and communication skills
- Ability to work in a multicultural environment, autonomously and as part of a team
- Fluency in English and/or French, the working languages of the Agency