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## **DG Support and Member States Relations Officer**

### **Key Tasks and Responsibilities**

As DG Support and Member States Relations Officer at the European Space Agency, you will have the following responsibilities:

- Support in preparation and production of briefing and background input for the meetings of the Director General, including both general information on Member States, assessment and analysis of Member States' policies, relevant background information on events and relevant individuals, as well as preparation of situation-specific input;
- Maintenance of up-to-date information on all Member States;
- Monitoring political evolution, national space plans and strategies, economic situation regarding space, ESA workforce information, economic development and situation especially within ESA including subscriptions to optional programmes at ministerial meetings, geo-return, yearly budget.;
- Review of input and additional research on space/policy-related developments in Member States;
- Support in team's organisational tasks including keeping an overview on DG commitments, meetings and other actions;
- Support, when needed, in Director General's correspondence;
- Keeping up-to-date of developments in MS and ESA-relevant events, such as webinars, conferences, speeches or interviews.

### **Skills & Experience**

You will have the following qualifications and relevant experience:

- Master's in political science or a relevant;
- 4 years' of relevant experience in an international environment;
- Proactive attitude and excellent communications skills;
- Fluency in English is mandatory; knowledge of French is a strong advantage.

This job is located in Paris, France.

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to Annie Kontou, by clicking on the button "Apply for this job" quoting job **FR-HQ-24141**.

An exciting and dynamic international working environment awaits you!