

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services

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

POST Head of the Technical Management Section in the ESOC Estates & Facilities Management Service, ESA Estates & Facilities Management Department, Directorate of Internal Services.

This post is classified in the A2–A4 grade band on the Coordinated Organisations' salary scale.

LOCATION ESOC, Darmstadt (Germany).

DUTIES The postholder will report to the Head of the ESOC Estates & Facilities Management Service and will be responsible for:

- overall maintenance of highly complex buildings and facilities: around 40,000 m² of offices, control rooms, laboratories and technical areas including facilities for the production of hot & chilled water and the ESOC Medium Voltage (20kV) Power Plant as well as the electrical installations in all buildings;
- overall planning, design and follow-up of new constructions, as well as the refurbishment of existing buildings and their modifications. This includes liaising with architects, consulting engineers, contractors and other external services, as well as specifying the related contracts;
- management of an outsourced contract for the provision of Facility Management hard services. This contract is performance-based, driven by KPIs (Key Performance Indicators) with an associated bonus and penalty scheme and includes civil, mechanical and electrical works related to the operation of existing installations and to their maintenance;
- management of utilities, and identification and implementation of energy-saving measures;
- modifications requested by the various users of the site linked to offices, laboratories and technical areas;
- compliance of the site buildings, the site infrastructure and its equipment and services with the applicable European, national and local regulations.

QUALIFICATIONS In possession of a Master's degree in electrical engineering, or another relevant discipline, with significant experience in the buildings management and maintenance field, applicants for this position should have a good knowledge of office automation tools and of the European codes, local standards and regulations for buildings and technical installations. Experience of outsourced, performance-based maintenance contracts would be an advantage, while a service-oriented attitude is essential for this post. Applicants should also have excellent problem-solving, communication and negotiation skills.

With demonstrated potential for managing individuals, applicants should be able to lead and motivate a team of individuals and organise their activities, as well as represent the Agency's interests to the outside world. Candidates should have good leadership, interpersonal and communication skills, both oral and written. They should in particular be able to drive the performance of their team by providing direction translated into objectives, monitoring tasks and resources and by regularly assessing performance against those objectives. In addition, they need to be able to develop and motivate their people by encouraging learning, by delegating responsibilities and by giving regular and constructive feedback. Applicants should also have strong problem-solving skills to cope with operational day-to-day challenges, together with a solid planning and organisational ability for self and others. They should be results-oriented, able to set priorities, capable of presenting practical solutions both verbally and in writing, and be customer-focused. They should also be able to demonstrate that they can handle pressure and conflict.

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 **8 June 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, ESOC, Robert-Bosch-Str. 5, D-64293 Darmstadt, Germany.

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2ESOC](#).

The Agency may require applicants to undergo selection tests.

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.

Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

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.