Junior Science Officer
Space Sciences/Engineering

The ESF is a non-profit organisation dedicated to the support of excellent science through partnerships with European research organisations. We operate in the EU and wider European environment and collaborate with major scientific stakeholders. In the frame of our development we invite applications for a Junior Science Officer.

The mission of the position is to assist the science staff in supporting ESF’s space sciences projects and platforms, completing grant evaluation processes and, when applicable, representing ESF to improve its visibility on the European research landscape.

This position will involve:
- Assisting the science staff in supporting the European Space Sciences Committee (ESSC) and other relevant ESF platforms such as Europlanet Society and European Astrobiology Institute;
- Supporting ESF activities, including the implementation of European Projects;
- Ensuring high quality implementation of grant evaluation activities in a timely manner, through (i) identification of appropriate potential reviewers, and (ii) quality check on the contents and form of evaluation reports;
- Ensuring compliance with external contracts through full and timely reporting as applicable;
- Representing ESF in external meetings when necessary;
- Supporting the management of stakeholders and meetings;
- Maintaining and updating ESF-managed websites and SharePoint sites;
- Keeping up-to-date with relevant scientific and research policy developments.

The Junior Science Officer should demonstrate the following competencies:
Specific competencies
- PhD or Master’s degree and preferably with a further 2 years’ research experience in a space related science (i.e. astrobiology, astronomy, Earth Observations, etc) or aerospace engineering or a closely related field;
- Demonstrated project management experience;
- Experience with stakeholder management activities or scientific communication activities will be considered a plus;
- Experience in the organisation of virtual meetings/conferences or specific meeting facilitation skills will be considered a plus;
- Experience with WordPress or other CMS will be considered a plus;
- High standard of spoken and written English, with a working knowledge of another European language being an advantage;
- Ability to draft, under supervision, concise and clear scientific documents and reports;
- Good working knowledge of MS Office systems;
Inter-personal competencies:

- Good organisational skills and capacity to deliver on allocated tasks and respond in a timely manner to deadlines;
- Action-orientated and responsible;
- Creative, willing to take initiative and continuously improvement-minded;
- Transparency in working and a team-orientated work ethic;
- Ability to represent ESF in the scientific community if applicable;
- Good communication skills across cultural and scientific boundaries, showing discretion, diplomacy and tolerance;
- Good presentational skills;
- Positive and constructive attitude.

Employment conditions:

This position empowers an emerging junior scientist with top-class learning in a very pleasant and dynamic environment.

- The position is expected to be full-time (100% FTE) and will start as soon as possible;
- The contract is offered for a duration of 12 months;
- The person selected for the position will be working from the ESF Headquarters in Strasbourg.

Please send your application (cover letter + CV in English) by 8 April 2021 to jobs@esf.org quoting the following reference JSO SP21. Interviews will be held on 20 April 2021.

The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.