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 Project Officer with focus on the Space domain.

The mission of this position is to be part of the scientific staff and support ESF’s space related projects and platforms, draft scientific documents and reports, and, when applicable, represent ESF at meetings and events in the European scientific landscape.

This position will involve:

- Supporting ESF activities, including the implementation of European Projects with focus in the Space field;
- Assisting the science staff in supporting relevant ESF platforms;
- Ensuring compliance with external contracts through full and timely reporting;
- Representing ESF in external meetings when necessary;
- Keeping up to date with relevant scientific and research policy developments;
- Undertaking other specific tasks and responsibilities at the request of the ESF management or as required by the needs of the organisation.

The Project Officer should demonstrate the following competencies:

**Specific competencies**

- PhD or Master’s degree equivalent, and preferably with a further 2 years’ research experience in space sciences, natural sciences, aerospace engineering or a related field;
- Demonstrated project management experience;
- Experience with stakeholder management activities or scientific communication activities;
- 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**;
- Working knowledge of MS Office systems;
- Experience in the organising conferences and facilitating meetings will be considered a plus.

**Inter-personal competencies:**

- Action-oriented and responsible;
- Capacity to deliver on allocated tasks and meet deadlines;
- Creative, willing to take initiative and continuously improvement-minded;
- 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.

**Employment conditions:**

This position offers an aspiring scientific project manager excellent opportunities to learn and engage with the European space science landscape. The person will be part of a friendly team in a 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 with possible extension;
- 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 **11 August 2024** to jobs@esf.org quoting the following reference **POSP22**. Interviews will be held on **20 August 2024**.

*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.*