

EUROSPACE VACANCY

TECHNOLOGY STRATEGY JUNIOR POLICY MANAGER

WHAT

Eurospace is looking to expand its **Technology Strategy** team with **a Junior Policy Manager** in the context of the launch of the Pilot Project for Space Technology in Europe funded by the European Union in 2018-2019.

Depending on qualifications and profiles we will offer CDD or CDI work contracts respectful of French work legislation. Compensation will be commensurate with experience and qualification of candidates.

Work location: Paris (France)

About Eurospace: www.eurospace.org

THE CONTEXT

Eurospace has been awarded a contract by the European Union to investigate the conditions for the emergence of a Joint Technology Initiative (JTI) for Space in Europe, and to test the capacity of the sector to jointly prepare a technology plan with two pilot themes: "de-orbiting" and "critical materials" (namely: adhesives, solvents, greases, insulation). In the wake of the Pilot Project Eurospace shall support the effective set up of the JTI and the preparation of the space Strategic Agenda for implementation in the JTI context.

THE JOB

The Junior Policy Manager will mainly support the Pilot Project's policy and governance negotiation tasks under the supervision of Eurospace Research Director (RD) and the project's Senior Policy Advisor (SPA) with a view to defining and creating consensus on the future JTI for space (including statutes, processes, governing structure, balance of responsibilities). Being part of the Technology Strategy team the Junior Policy Manager will also be involved in supporting FP9 and Horizon 2020 lobbying activities, and occasional project management tasks, including the preparation of reporting documents, support to project logistics.

Activities will focus on:

- End to end management of complete policy and governance related surveys and consultations
- Preparation, update and versioning of governance structures, position papers, letters of commitment, organisation statutes, working groups and task forces terms of reference
- Management of stakeholders' working groups and meetings (including document versioning and minuting, mailing list management etc.)
- Internal and external reporting

- Support to project management and logistics

THE PROFILE

Eurospace is looking for the following profile:

- Up to 5 years working experience
- Policy, economics, business management background (Master 1 or Master 2)
- **Excellent proficiency in English** (written and oral skills)
- Proficient with Ms Office suite (Excel, Word and Powerpoint)
- Agile and versatile
- Committed to deadlines
- Project-focused mind
- Self-motivated, self-achiever, autonomy
- Team-worker
- Interest in technology, technology strategy, RDT and innovation
- **EU nationals only**

Would be a plus:

- Previous experience with EC Horizon 2020 projects (reporting, management, ECAS, Participant Portal)
- Previous experience with space programmes/space technology management
- Interest for space programmes and space technology
- Interest/previous experience with European innovation and research policies

WHEN

The Positions need to be filed **at the latest early in January 2018**. We expect to sign the contracts in December 2017.

HOW TO APPLY

Send your English CV together with **cover letter as 2 separate PDF files** to pierre.lionnet@eurospace.org before November 15th 2017.

Please make sure that you use the following FILENAME codification:

- For the CV: LASTNAME_Firstname_CV.PDF
- For the cover letter: LASTNAME_Firstname_CL.PDF