

Training Opportunity for Luxembourgish Trainees

Reference	Title	Duty Station
LU-2020-HRE-M	Advanced Management Procedures & Processes	ESTEC

Overview of the mission:

The Directorate for the Human and Robotic Exploration Programme is the area of ESA responsible for all exploration missions, either crewed by humans or undertaken by robots. As such, we currently oversee all of ESA's involvement in the International Space Station, our ExoMars 2022 mission to land a European rover on the Red Planet or design and produce the large service modules for Orion, NASA's brand-new spacecraft. In parallel, we are starting new important missions such as ESA's involvement in the Lunar Gateway, the International Habitat and ESPRIT as well as ESA's contributions to the Mars Sample Return Mission, the Earth Return Orbiter as well as the Sample Fetch Rover. Because of the nature of our goals, most of these activities are done in close collaboration with our international partners, mainly NASA in the US and ROSCOSMOS in Russia.

Within this environment, the HRE Programme Management Support Group is responsible for resource planning and monitoring, including schedules, risk management, financial planning and reporting and workforce. It provides all HRE projects with the management support functions needed. This includes but is not limited to: participation in the procurement of space systems, financial planning & controlling, risk management, schedule control, and resource allocation.

Overview of the field of activity proposed:

Your tasks will be centered on the development and application of advanced management procedures and processes and will, for example, include:

- Improvement and Harmonisation of the risk reporting process across the directorate's projects including probabilistic risk management;
- New techniques to integrate Cost, Schedule and Risk information so as to provide early warning of problem areas across the projects;
- Optimisation of the implementation of performance parameters (KPIs) within the projects and programme;
- Contributing to the definition and implementation of a continuous improvement scheme for the Directorate internal processes and methods;
- Strengthening the management process review and the relevant reporting procedures (including dashboard reporting, balance scorecard and Key Performance Indicators);
- Supporting the project and directorate progress reporting process improvement;
- Providing pro-active suggestions towards continuing the further implementation of lean administrative processes and reducing inefficiencies.

You would have to initially undertake various of these activities. At a later stage, and based on your experiences and observations, you would be able to propose new areas of activity for the later part of the internship.

In addition to the above, and in order to gain a broader knowledge of the activities undertaken by our Directorate within ESA, you would be asked to support a range of day-to-day activities of the programme management support group. This can be either at a specific project level or at overall Directorate level and may include ad-hoc assignments, participation in tender evaluations, etc.

Regardless of the activities selected, all work in our field of project control within ESA requires an amount of technical understanding of the activities combined with a capability to keep a management broad overview of "what is important", and what results are required to fulfill the strategic objectives of the Directorate. As a trainee in our area you would have to be aware of this and learn to work in this technical vs administrative/management environment.

What can we offer you?

- Full integration into a team of business professionals, who will share their knowledge and experience and support your development aspirations
- Responsibility for your own tasks and duties within an important function in the Directorate
- Participation in ESA-internal trainings, both with regard to the space environment as well as business and soft-skill trainings
- A valuable experience of the working environment and activities in an international organisation as well as an insight into the complex processes of political agreement in such organisations

Required education:

- Master-level degree in a technical or scientific discipline with an academic background in economics, finance or business. Interest in a future career in the aerospace sector would also benefit from this traineeship opportunity and are therefore also welcome to apply.
- Excellent communication, writing and presentation skills
- Strong analytical ability, good planning and organisational skills
- Commitment to customer orientation and the ability to quickly establish effective working relationships
- Good interpersonal skills and the capacity to work both independently and as part of a team
- Proficiency with the MS Office Suite
- Knowledge of other business tools will be an asset
- Fluency in English and/or French, the working languages of the Agency