

## Training Opportunity for Luxembourgish Trainees

Reference	Title	Duty Station
LU-2020-IPL_IPS_1	<b>LuxIMPULSE management process officer</b>	ESTEC

**Overview of the unit's mission:**

The LuxIMPULSE programme is run within the section of New, Cooperating and Associate States section which is part of the Industrial Policy and SME Division in the Industrial Policy and Auditing Department of the Directorate of Industry, Procurement. & Legal Services.

The LuxIMPULSE Programme has for mission the management and implementation of the National Space Programme of Luxembourg and especially:

1. managing and ensuring the timely implementation of the Luxembourg National Space Programme activities including all procurement activities;
2. helping in the establishment of industrial capabilities, promoting relations between scientific and operational communities, European partners and industry, facilitating relations between industry in Luxembourg and European primes, definition of professional training content on technical and other matters where applicable;
3. coordinating the resources necessary for the implementation of the work plans related to the National Space Programme, providing leadership and motivation, and establishing action plans for enhancing professional competence;

**Overview of the field of activity proposed:**

To gain first insight in the LuxIMPULSE programme and as an initial training experience the trainee is expected to contribute to operational activities of the programme including the ones related to the below area where new processes are to be developed and the ones concerning:

- the organization of, and the participation to, the assessment and the review of project proposals;
- the monitoring of projects implementation and the assessment of achievements;
- the preparation of reports to the Luxembourg Space Agency;
- the tracking of the management actions

In parallel the trainee will be providing support to the LuxIMPULSE programme manager in the definition and the implementation of new processes for the overall management of the programme and especially concerning:

- the definition and implementation of new key performance indicators in the programme;
- the management of risk across the projects run by the programme.
- the organisation of the relations with the space industrial entities.
- the organisation of training for employees of the space industrial entities in Luxembourg
- the implementation of new procurement procedures

In addition to the above and in order to widen the knowledge and experience of the scope of activities in ESA, the trainee will have opportunities to be involved (for about 25% of his/her time) in the technical supervision of R&D activities of the LuxIMPULSE programme run by the section of New, Cooperating and Associate States. Such opportunities depend on the background and experience of the candidate but could involve:

- Assistance in the running of activities and review of deliverables
- Assistance in the organization of and participation to the project reviews

**Required education:**

- Master level degree related to management of technical programmes or to space science or engineering
- Fluency in either English or French and very good working knowledge of the other language.
- Fluency in office software tools and at least one programming language