

The European Space Policy Institute is looking to employ the **Head of the Director’s Office** at the premises of the Institute in Vienna, starting in 2024.

The European Space Policy Institute

ESPI is the **leading European think tank devoted to space policy**. The Institute’s mission is to promote European space policy on a global level by facilitating an active forum for the analysis and discussion of European needs, capabilities and long-term prospects in space activities.

As the Head of the Director’s Office, you will be immersed in a **fast-paced growth environment**, joining a culturally diverse team with varied academic backgrounds. We are characterised by a strong appreciation of new initiatives & impact-driven objectives, paired with a commitment to rigour, continuous learning, and team-wide exchange where the best ideas prevail.

About the role

As the Head of the Director’s Office, you will be reporting directly to the ESPI Director. The Head will assist the Director and the ESPI Management Team (ESPI-M), consisting of the Treasurer, the Research Manager & the European and International Engagement Officers in ensuring efficient and effective coordination of ESPI operations across Engagement, Education and Research, with the latter further defined in [ESPI2040](#) across the following domains:



**Green & Sustainable
Societies**



**Security &
Defence**



**Exploration &
Science**



Space as an Asset



**Industry, Innovation,
Finance, Workforce**

The Head of Office will facilitate ESPI Management activities by:

- supporting the preparation and conduct of the General Assembly & Advisory Council meetings and related activities;
- setting up and monitoring the implementation of the ESPI annual workplan and ESPI product portfolio, ensuring schedule and quality of processes, including internal review and publication planning;
- setting up and implementing ESPI’s annual engagement plan and ESPI events, including the ESPI Autumn Conference and events with significant ESPI’s presence (e.g. IAC, Brussels European Space Conference);
- following-up the execution of tasks and actions stemming from ESPI-M quarterly meetings;
- annual reporting to the ESPI governance bodies and production of the public ESPI Annual Report;
- facilitating relations with ESPI Members and cooperation with other partner institutions;
- coordinating the preparation of speeches, presentations and the drafting of key messages to stakeholders and for wider outreach, supporting the ESPI engagement team with communication activities as needed;
- catalysing a positive team spirit and motivation, including team events and shared experiences.

Duties may evolve according to the development of the Institute.

Qualifications and competencies

- At least 5 years of experience at senior level in roles such as Head of Cabinet or Executive Assistant;
- a relevant Master’s degree (e.g. Business Administration) or a Bachelor’s degree with relevant experience;
- familiarity with the space sector or other high-tech sectors (e.g. ITC);
- interfacing with governmental and diplomatic stakeholders will be considered an asset;
- excellent analytical or writing skills, ability to work in teams, and inter-cultural competence;
- flexibility, impact-oriented thinking and excellent organisational skills;
- excellent command of English, written and oral.

Application process

We only accept applications by EU citizens or non-EU citizens holding residence and employment permits in Austria. To apply for this position, please send:

- a copy of your CV in .pdf format,
- a motivation letter in .pdf format,

to vacancies@espi.or.at with the subject: “ESPI Head of Director’s Office” **before 15 February 2024, 23:59 CET**.

The position is full-time (40 hours/week) with flexible working conditions. The advertised salary is € 56,000 gross per year (paid 14 times a year). An additional bonus payment is subject to the Management’s decision and the Institute’s overall performance. Candidates with more demonstrated experience can qualify for higher salary bands subject to negotiation.