Training Opportunity for Swiss Trainees

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<td>CH-2017-IPL-PS</td>
<td>Procurement Division for Science, Robotic Exploration and Space</td>
<td>ESTEC</td>
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**Overview of the unit's mission:**

The Science, Exploration and Human Spaceflight Procurement Division is responsible for the implementation of the procurement actions initiated in various sites of the Agency by the Directorate of Science and the Directorate of Human Spaceflight and Robotic Exploration.

These activities cover a full spectrum of procurement activities (from support to Spacecraft development) and their ancillary documents (Non-disclosure agreements, loan agreements etc).

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

After a period of in-depth familiarisation with the regulatory framework of the Procurement activities of the Agency and exposure to practical tasks within the Procurement Division, the trainee shall develop in cooperation with internal stakeholders, a draft syllabus for an online training on Procurement.

Once the syllabus and script have been finalised, and given the in-depth knowledge of the procurement rules that the trainee should have gained at that stage, (s)he will be assigned small procurement tasks across the division.

**Required education:**

Applicants should have a university degree or equivalent qualification preferably in Law and knowledgeable in contract matters.

Candidates should be skilled for the formulation of contractual/legal documents as well as be able to understand issues of technical or management nature.

The ability to understand and formulate contractual/legal texts in English is essential for this post.