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(English only)

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Industry Procurement and Legal Affairs

The European Space Agency is an equal opportunity employer and encourages applications from women

- POST** Contract Officer (2 posts) in the Procurement Department, Directorate of Industry, Procurement and Legal Affairs.
- The post is classified in the A2/A4 grade band of the Co-ordinated Organisations' salary scale.
- LOCATION** ESTEC, Noordwijk (the Netherlands) or ESRIN, Frascati (Italy) or HQ, Paris(France)¹.
- DUTIES** The postholder will report to the Head of Contract Service concerned and will have the following duties:
- preparing requests for offers/invitations to tender;
 - participating in the evaluation of offers and tenders;
 - preparing and negotiating the resulting contracts;
 - participating in the monitoring of the execution of the contracts;
 - dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned.

The postholder will have to keep close liaison with the Initiating Services, technically responsible for the projects with which they are concerned , and advise them in all Procurement related matters.

¹ Pending final decision on the final location of these posts.

QUALIFICATIONS

Applicants for these posts should have a University Degree at Master level or equivalent qualification preferably in law or economics and experience in contract matters, gained either in industry or public administration.

Applicants should be skilled for the formulation of contractual/legal documents and in negotiations, as well as be able to understand issues of technical and management nature.

They are expected to demonstrate customer focus and be able to work effectively in a team environment. They must possess good judgment, integrity and good communications and negotiations skills.

The working languages of the Agency are English and French. A good knowledge of one of these two languages is required, together with a working knowledge of the other language. Knowledge of another member state language is an asset.

The ability to understand and formulate contractual/legal texts in both languages is particularly important for this post.

CLOSING DATE

The closing date for applications is **6 December 2013**.

Applications from external candidates for this post should preferably be made on-line at the ESA Web Site (www.esa.int/careers). Those unable to apply on-line should submit their CV to the Head of the Human Resources Division, ESTEC, Keplerlaan 1, 2201 AZ Noordwijk ZH (The Netherlands).

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2ESTEC](#).

The Agency may require applicants to undergo selection tests.

Under ESA Regulations, the age limit of recruitment is 55. Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

Priority will be first given to internal candidates and secondly to external candidates from under-represented member states.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.