

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Human Spaceflight and Operations

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

POST Project Controller in the ESTEC & EAC Programme/Project Control Unit, Business Unit Control Office, [Directorate of Human Spaceflight and Operations](#).

This post is classified in the A2/A4 grade band of the Coordinated Organisations' salary scale.

LOCATION ESTEC, Noordwijk (The Netherlands).

DUTIES Working under the authority of the Head of the ESTEC & EAC Programme/Project Control Unit the Project Controller is initially responsible for the control of the activities related to the procurement of the Automated Transfer Vehicle (ATV).

Until the successful completion of the programme, the Project Controller supports the ATV project in the implementation of its industrial activities, in accordance with the approved budget and in line with the established administration processes and the ESA contractual and financial Regulations, as well as in the preparation of plans and reports concerning the programmatic aspects of the project, i.e. schedule, cost, finance, configuration, documentation, progress control and risk related aspects, with the aim to provide full visibility on and control of all activities related to project resources. After the completion of the ATV programme, the tasks will evolve in other areas of project control within the Directorate of Human Spaceflight and Operations.

The incumbent's duties include – but are not limited to – the following:

- supporting preparation of work breakdown structures, work packages and schedule;
- preparing tender and contract change documents covering management, programmatic and financial domains. Participating in evaluation of proposals and change documents and preparing information required for subsequent contractual negotiations;
- supporting contractual negotiations with industry in management, programmatic and financial domains;
- controlling assigned contracts with respect to financial commitments, cost, schedule, progress, invoicing, industrial return, deviation from plans and trends;
- report generation and maintenance related to financial, schedule and performance data. Update and maintenance of data in both directorate and corporate information systems. Provision of inputs to budgets, reports and forecasts;
- planning and reporting on cost, schedule, industrial return, and workforce. Preparation of forward-looking estimates relevant to project specific data evolution as well as future developments;
- assisting to the definition and the implementation of planning and control procedures and assuring industry compliance with established formal requirements for management, costs, schedule and risks reporting;

- establishing guidelines for the approved projects' maintenance within the cost limits. Preparation and maintenance of cost-to-completion and proposal of corrective actions;
- maintaining an inventory of programme hardware;
- organising and participating in ESA reviews of industrial activities;
- contributing to the risk management function through the identification of potential problem areas, analysis of their impact and proposal of remedial actions;
- interfacing with industry on all financial and schedule control matters.

QUALIFICATIONS

Applicants for this post should have a university degree or equivalent qualification in a relevant field of engineering or a related discipline together with substantial experience in the project control areas related to the tasks under consideration, preferably gained in the aerospace industry. An extensive knowledge of the ATV Project in terms of both technical and programmatic content is required. A minimum of three years direct involvement in programmatic aspects of the project is considered mandatory. Familiarity with computer systems and planning/coordination tools is essential. Knowledge of project accounting is required and knowledge of ESA rules and procedures is an asset.

Candidates are expected to demonstrate excellent planning and organisational skills, attention to contractual detail, good sense for figures and ability to work effectively in a team environment. They must possess good judgement, integrity and communication 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.

CLOSING DATE

The closing date for applications is **05 March 2014**.

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 for 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.