

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of the Galileo Programme and Navigation related activities

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

POST

Project Administrator (2 posts) in the Project Administration Unit, Project Management Support Office, Galileo Programme Department, Directorate of the Galileo Programme and Navigation related activities.

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

LOCATION

ESTEC, Noordwijk (The Netherlands).

DUTIES

The postholder will report to the Head of the Project Administration Unit and will be responsible for the implementation and follow up of all necessary administrative and financial procedures required for the execution of all programmes of the Directorate.

The incumbent will support the Head of the Unit in the preparation, establishment, execution, administration and control of the Directorate's activities and resources.

In particular, these activities include:

- preparation and revision of cost at completions (CAC) and multi-year resource plans;
- periodical monitoring of commitment ceiling for the Directorate's programmes and specific activities;
- preparation, consolidation and maintenance of cost to completion tables at projects and programmes levels;
- consolidation and monitoring of the Directorate's workload and workforce plan (staff, contractors) including administration of the time sheet system;
- the support to the administration of the directorate contractors frame contracts, including recruitment activities and reporting;
- the administration of the SLA's with support directorates including the planning and monitoring of technical support workforce;
- the administration of the procurement activities and their implementation in the Agency ERP system, including the creation and the follow-up of the approval cycles of the respective transactions;
- the cost and disbursements control, including cash/cost reconciliations;
- the support to the inventory and assets management processes;
- the consolidation of the industrial geographical return reports and the execution of related analysis;
- the contribution to the preparation of internal and external reports;
- the support to internal and external audits, including the preparation of required documentation;
- the contribution to the overall efficient implementation of all the established processes and to the coherence and quality of the data and information produced and managed by the unit by participation in data quality exercises;

- the contribution to the definition of new processes and improvement of the existing ones in support of the coordination of the activities of the unit;
- acting as the unit's interface to other departments and corporate services as required;
- the contribution to the definition and implementation of financial and management IT tools that support the activities of the Directorate

QUALIFICATIONS

Applicants for this post should have a university degree or equivalent qualification in business administration or a related discipline together with experience in the field of controlling of resources and activities and/or finance/accounting in development projects. They should be highly proficient in the use of modern automated database and administrative tools as well as office automation software, in particular Excel. Experience with SAP will be considered an asset.

Applicants should be able to:

- demonstrate excellent planning and organisation skills as well as attention to detail;
- handle high volume of numerical data in an accurate manner, analyse them and produce synthetic reports;
- establish positive and constructive working relationships with team members and other colleagues within and outside the office, have a proactive attitude to solving problems and have results orientation.

Applicants should possess good judgement, integrity and good communications skills and be able to rapidly understand and adapt to a dynamic environment and its requests. They should be willing to travel.

Candidates must be eligible for security clearance by their national security administration.

The working languages of the Agency are English and French. A good knowledge of one of these 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 **5 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 and in addition of Member States of the European Union not members of ESA.

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