

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Science and Robotic Exploration

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

POST Experiment System Engineer in the PRODEX Office, Programme Management Support Office, [Directorate of Science and Robotic Exploration](#).

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

LOCATION ESTEC, Noordwijk (Netherlands).

DUTIES The PRODEX Office (SRE-MR), under the Programme Management Support Office (SRE-M), is in charge of the implementation of the PRODEX Programme. The PRODEX Office coordinates the projects/activities prepared at national level and selected and/or endorsed by ESA in accordance with its own rules and procedures. PRODEX projects/activities cover experiment developments, including development of flight hardware (phases B-C-D), for which contracts are awarded to scientific institutes and industry. The PRODEX Office implements, manages and monitors the corresponding developments.

The tasks of the postholder, who will report directly to the Head of the PRODEX Office, include:

- being the focal point for technical and administrative interfaces between PRODEX experimenters and the Head of the PRODEX Office;
- establishing the overall programme of work for the development of the PRODEX experiments by the scientific institutes in line with the instructions of the Head of Office;
- being responsible for monitoring the technical, scheduling and financial status of the experiment development; identifying potential problem areas and proposing remedial actions;
- managing, with the support of the scientific institutes and in coordination with them, the preparation of tender documents and procurement actions, organising and participating in proposal evaluations, preparing the information required for contract negotiations and subsequently monitoring the end-to-end development of the projects/activities contracted to an industrial consortium (including phase B-C-D developments);
- liaising between scientific institute and industry during contract execution;
- interfacing internally with the ESA project teams or specialists on technical/programmatic matters and with ESTEC administration regarding financial and contractual matters;

- preparing reports as required.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification in engineering or physics, with a demonstrated experience in space payloads or space instrumentation development, including system engineering.

Candidates should demonstrate a good balance between interaction with scientific institutions and industrial partners. Knowledge of project management and project control principles is mandatory.

Applicants should be system-oriented, adapt easily to the individual and specific management style of each project and to all partners, and strive to manage projects on schedule and to cost. They should be able to liaise with and consult Agency specialists when specific expertise is needed, and integrate their inputs into a more global solution.

Candidates should demonstrate good knowledge of ESA procedures and have the relevant skills to apply them in line with the specific PRODEX Implementing Rules.

Applicants must have good interpersonal skills to be able to communicate and cooperate with a wide range of experts, internally and externally.

The working languages of the Agency are English and French. A good knowledge of one of these languages is required. Knowledge of another Member State language would be an asset.

CLOSING DATE

The closing date for applications is **06 June 2014**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CV to Human Resources, 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 first be 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.