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EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Directorate of Industry, Procurement and Legal Services

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

POST Contracts Officer in the Launchers Procurement Service, Launchers & HQ Procurement Division, Procurement Department, Directorate of Industry, Procurement and Legal Services.

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

LOCATION ESA Headquarters, Paris (France).

DUTIES Reporting to the Head of Service within the Division, the postholder 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 monitoring contract performance;
- dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned.

The postholder will be required to maintain close liaison with the initiating services technically responsible for the projects with which they are concerned, advising them on all procurement-related matters.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification preferably in Law or Economics and extensive experience in contract matters, gained either in industry or public administration. An additional university qualification at Master's and/or PhD level would be an asset.

Candidates should be skilled at drafting contractual and other legal documents and at negotiating, able to understand complex technical and management issues.

They will be expected to demonstrate customer focus and the ability to work effectively in a team environment. They must have sound judgment, integrity, plus good communication skills.

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

The ability to understand and draft contractual and other legal texts in both working languages is particularly important.

CLOSING DATE

The closing date for applications is **9 September 2015**.

Applications from external candidates should preferably be made [online](http://www.esa.int/careers) from the ESA website (www.esa.int/careers). Those unable to apply on-line should submit their CV to Human Resources , ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

The Agency may require applicants to undergo selection tests.

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.