

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 Programme & 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 on the Coordinated Organisations' salary scale.

LOCATION ESTEC, Noordwijk (Netherlands).

DUTIES Working under the authority of the Head of the ESTEC & EAC Programme/Project Control Unit, the Programme & Project Controller is responsible for the planning, monitoring, and controlling process for the Utilisation Programmes (ELIPS – European Programme for Life and Physical Sciences in Space – & MFC – Microgravity Facilities for Columbus Programme) as well as other programmes that may be assigned, and provides timely and qualified inputs for the consolidation process.

Furthermore, the postholder will support assigned projects in the implementation of industrial activities, in accordance with the approved budget and in line with the established administrative processes and ESA Contractual and Financial Regulations. The incumbent will also support the preparation of plans and reports concerning the programmatic aspects of projects (i.e. schedule, cost, finance, risk, progress control) with the aim of providing full visibility over all activities related to project resources.

The postholder's duties will include – but not be limited to – the following:

- preparing, consolidating and maintaining short-, medium- and long-term plans for programme- and project-related activities, as well as related schedules, financial, workforce, procurement and support plans, etc.;
- drawing up, together with programme/project managers, corrective measures in response to deviations from plans;
- maintaining an overall master schedule of programme/project activities;
- providing cost-at-completion calculation and evaluation;
- budgeting and management of allocation of programme funds to projects;
- coordinating programme/project risk management and related risk reporting, as well as monitoring mitigation actions;
- supporting geographical return reporting and forecasting;
- supporting the closure of programmes;
- supporting the preparation and presentation of programme proposals and related programme Declarations;
- assistance in the preparation of tender documents for project control-related items. Participation in the evaluation of proposals, and preparation of information for and participation in contract/change negotiations;

- monitoring of assigned contracts with respect to cost, progress, invoicing, payments, industrial return, deviation from plans, and trends. Generation, maintenance of and reporting about financial, schedule and performance data. Update and maintenance of data in both directorate and corporate information systems. Provision of inputs for budgets, reports and forecasts. Monitoring of financial commitments for compliance with budgetary provisions and Financial Regulations.

The incumbent will write internal management reports and contribute to the writing of Programme Board documents. The Programme & Project Controller will be in close contact with the Programme and Project Managers and follow proceedings in the relevant bodies. The postholder will support the Programme Management and Management of the Directorate in their decision-making through detailed knowledge and professional analytical skills.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification in engineering or business administration and broad experience in controlling. A good knowledge of the Utilisation Programmes, in terms of both technical and programmatic content, would be advantageous. Furthermore, knowledge of the human spaceflight environment is an asset. Knowledge of project accounting is required and knowledge of ESA rules and procedures is an asset.

The post requires excellent analytical ability, good planning and organisational skills and the ability to work efficiently in a team environment. Candidates are expected to be customer-oriented and have the ability to establish good working relationships. They must demonstrate good communication, writing and presentation skills and possess good judgment and integrity.

For behavioural competencies expected from ESA staff, please refer to the [ESA Competency Framework](#).

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. Knowledge of another Member State language would be an asset.

CLOSING DATE

The closing date for applications is **15 October 2015**.

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 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.

Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, 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.