

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Industry, Procurement and Legal Services

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

POST Contract Officer in the 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 ESTEC, Noordwijk (Netherlands).

DUTIES The postholder will report to a Head of Procurement at ESTEC and 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 the monitoring of the execution of the contracts;
- dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned.

The incumbent will have to keep in close liaison with the Initiating Services, which are technically responsible for the projects with which they are concerned.

QUALIFICATIONS Applicants for this post should have a Master's degree or equivalent qualification, preferably in law or economics. Experience in contract matters, gained either in industry or public administration, would be an advantage.

Candidates must have a talent for formulating contractual/legal documents and negotiating, as well as be able to understand issues of a technical and management nature.

They are expected to demonstrate customer focus and be able to work effectively in a team environment. They must possess sound judgment, and integrity, and good communication and negotiation skills.

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 **28 October 2015**.

Applications from external candidates 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 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 be given first 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.