

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services

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

- POST** Head of the Finance, Planning and Controlling Department in the Directorate of Internal Services.
- This post is classified A6 on the Coordinated Organisations' salary scale.
- LOCATION** ESA Headquarters, Paris (France).
- DUTIES** Under the direct authority of the Director of Internal Services, the Head of the Finance, Planning, and Controlling Department is responsible for the definition and implementation of the Agency's policy in financial and accounting matters and for the provision of financial planning, controlling and decision-making support in the framework of the ESA matrix organisation. The Head of Department also contributes to the overall management of the Directorate and the achievement of its objectives.
- The Head of the Finance, Planning and Controlling Department is responsible for ensuring:
- management of the Agency's financial resources in accordance with the Convention and its Annexes, the relevant Council Resolutions, the Financial Regulations and the Director General's instructions;
 - controlling, monitoring and reporting at the corporate level on the implementation of the Agency's programmes and activities in support of informed decision-making;
 - controlling of the implementation of the activities within the set corporate policies and agreed financial and workforce plans in the Directorates, through the Senior Financial Controllers;
 - management of the Agency's income, treasury and budgets;
 - coordination of the financial frameworks for activity domains organised at the corporate or inter-Directorate level;
 - interface with Member States on all financial matters.

QUALIFICATIONS

Applicants for this post should have a Master's degree or an equivalent qualification in an appropriate discipline together with extensive experience of finance and controlling in industrial, technical, scientific or international organisations.

Candidates must demonstrate excellent knowledge of budgeting and finance, cost and schedule management, as well as analytical, negotiation, communication and coordination skills. Familiarity with the programmatic and legal framework of ESA programmes is a distinct asset. Familiarity with IPSAS accounting standards, SAP platform and applications is also an asset. Strong conceptual, analytical, interpersonal and communication skills are required.

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

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.

CLOSING DATE

The closing date for applications is **14 January 2016**.

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, 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](#).

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem-solving and decision-making exercises.

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, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

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.