



ESA/VN-HO(2017)006, CORR. 1
Paris, 16 February 2017
(English only)

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Industry, Procurement and Legal Services

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

POST

Contracts Officer in the Headquarters (HQ), CSG and European Union Procurement Service, Launchers and HQ Procurement Division, Procurement Department, Directorate of Industry, Procurement and Legal Services.

This post is for a limited duration of three years and is classified in the A2-A4 grade band on the Coordinated Organisations' salary scale.

LOCATION

ESA Headquarters, Paris (France).

DUTIES

The postholder will report to the Head of the HQ and CSG Procurement Service in the Launchers and HQ Procurement Division 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 monitoring of the execution of the contracts;
- dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned, involving regular, direct interactions with industry.

The incumbent will need to keep in close liaison with the Initiating Services, technically responsible for the projects with which they are concerned, and advise them in all procurement-related matters.

QUALIFICATIONS

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

Candidates should be skilled in the formulation of contractual/legal documents and in negotiations, as well as able to understand issues of a technical and management nature.

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 **16 March 2017**.

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, 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.

If you require support with your application due to a disability, please email contact.human.resources@esa.int.

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.

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.