

Job Title: Administration Officer

Req ID 41 - Posted 29/05/2017



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

Administration Officer

This post is classified A2 - A4 on the Coordinated Organisations' salary scale.

Location

ESAC, Villanueva de la Cañada, Spain

Description

Administration Officer in the European Space Astronomy Centre (ESAC), Human Resources Department and Procurement Department.

This post is part-time (50% of the normal working hours), is for a limited duration of three years

Duties

- preparing requests for offers/invitations to tender and participating in the evaluation of offers and tenders;
- preparing and negotiating the resulting contracts and participating in monitoring of the execution of the contracts;
- supporting the local contractual management of manpower service support contracts;
- dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned, involving regular, direct interactions with industry,
- preparing and negotiating purchase orders in accordance with the applicable ESA instructions;
- supporting the ESAC Licencing Software Board in the analysis of licenses request to the Board;
- supporting staff regarding all aspects of interfaces with host country authorities in the framework of the Host Agreement implementation;
- supporting ESAC Administrator in the relationship with local authorities regarding tax matters (VAT exemptions and VAT refunds).

The postholder 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.

Technical competencies

State-of-the-art knowledge in area of responsibility at required level

Knowledge & Understanding of the Agency's core business

A good understanding of the relevant ESA/EU procurement regulations

Behavioural competencies

Continuous Learning

Customer Focus

Integrity

Problem Solving

Relationship Management

Responsible Decision-Making

Results Orientation

Education

Applicants for this post should have a Master's degree or equivalent qualification, preferably in Law, Economics or Business Studies.

Candidates should be skilled in the formulation of contractual/legal documents and in negotiations. Candidates should have a sensible sense of diplomacy and solid understanding of the work environment.

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. Good knowledge of Spanish language is required.

Knowledge of another Member State language would be an asset.

The closing date for application is 13th June 2017.

The Agency may require applicants to undergo selection tests.

If you require support with your application due to a disability, please email to 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 and Slovenia.

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.