

Job Title: Contracts Officer

Req ID 1522 - Posted 26/07/2017



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

Contracts Officer

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

Location

ESOC, Darmstadt, Germany

Description

Contracts Officer in the Mission Operations, Ground Segment and General Procurement Service, Operations and Ground Segment Procurement Division, Procurement and EU Administration Department, Directorate of Industry, Procurement and Legal Services.

Duties

Reporting to the Head of Service, the Contracts Officer 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 performance of the contracts
- dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned, involving regular and direct interaction with industry

The postholder will maintain close liaison with the initiating services technically responsible for the projects with which they are concerned, advising them on all procurement-related matters.

Technical competencies

Experience in ESA procurement processes and contract management as well as applied negotiation skills

Knowledge of ESA's legal environment, convention, rules, regulations and policies

A good understanding of the relevant ESA/EU procurement regulations

Cost structures and financial processes

Knowledge of the European and international space sector (institutional, commercial and/or industrial)

Behavioural competencies

Communication

Relationship management

Planning & organisation

Results orientation

Additional requirements

Knowledge of the specific industrial sector engaged in procurements supported by the Service: Space Situational Awareness (SSA), mission operations, ground segment, general procurement.

Education

Applicants should have a university degree or equivalent qualification preferably in law, economics or from a business school, plus experience of contract matters gained either in industry or public administration. A further university qualification at Master's level and/or PhD would be an asset.

Other information

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

The Agency may require applicants to undergo selection tests.

The closing date for applications is 23 August 2017.

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 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.