

Job Title: Project Controller

Req ID 142 - Posted 25/07/2017



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Human Spaceflight and Robotic Exploration Programmes.

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 Project Controller

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

Location

ESTEC, Noordwijk, The Netherlands with a possible resident assignment in EAC (Porz-Wahn, Germany).

Description

Project Controller in the Project Control Unit, Business Unit Control Office, Directorate of Human Spaceflight & Robotic Exploration.

The holder of this post will report to the Head of the Project Control Unit with a functional reporting line to the Project Manager(s) of the assigned project(s) and direct interface with ESA corporate control, finance, and procurement, and with the industrial contractors for all matters in their domain of activities.

The holder of this post will be assigned initially to the Columbus Operations project.

The Project Controller is responsible for supporting the Project Manager(s) on all activities related to project cost, schedule and risks as well as project management processes and administrative functions and for providing reporting to the Business Unit Controller, needed for the Directorate's internal and external reporting.

The Project Controller holds key responsibilities in the preparation, procurement and monitoring of complex procurements, from tendering to the closure of contracts, and for management, financial and planning aspects. The incumbent has multiple interfaces within and outside ESA including negotiations with industrial contractors and is key in supporting the Project Manager(s) in the programmatic decision-making.

Duties

Typical project control duties and activities will include:

- preparing, developing and maintaining the overall programmatic aspects of the project/missions, including space segment, payload, launch, ground segment and Agency-provided services. The programmatic aspects include cost, finance, schedule, logistics, configuration, documentation, progress control and geographical return as well as general project administration;
- implementing and operating planning and control procedures to provide full visibility on the progress of all activities using established procedures and information systems; this includes maintenance in the ESA ERP system of project-related data;
- supporting inventory control and asset management for the assigned projects;
- assisting in the preparation of tender documents with respect to cost, management and schedule/planning requirements and participating in the evaluation of proposals; preparing information required for subsequent contract negotiations and participating in all tasks related to the placing of contracts, including negotiations with industry;
- supporting the closure of industrial contracts and the financial year closure exercise;
- implementing, within the framework of the Agency-wide risk management policy, risk management procedures and identifying potential problem areas therein, proposing mitigation actions and preparing risk reports as required;

- supporting the organisation of project reviews and participating in reviews in the areas of project control-related responsibilities;
- participating in the establishment and maintenance of the Directorate's project control procedures and computerised information systems;
- supporting the Head of the Project Control Unit as required.

Technical competencies

A good understanding of the relevant ESA/EU procurement regulations
Cost and financial regulatory framework, including accounting standards and auditing
Understanding of space system architectures
Project and risk management
Budgeting, cost control and resources and activities planning

Behavioural competencies

Communication
Problem solving
Systems & broader business thinking
Relationship management
Planning & organisation
Self motivation

Additional Requirements

Applicants shall have previous professional experience as a controller in a project or programme preferably within industry or an agency. Substantial experience is essential in the application of project management and project control principles and advanced project control techniques, as well as in the preparation, negotiation and implementation of major industrial procurements. Engineering experience in a project or programme will be considered an asset.

Applicants should have a solid working background in the disciplines related to the tasks described, including cost control, resource and activities planning, project management, risk management and procurement regulations. Some knowledge and/or understanding of the financial regulatory framework, financial accounting, auditing techniques as well as space system architectures will be considered an asset.

Education

Applicants for this post should have a Master's degree or equivalent qualification, i.e. an engineering qualification or a degree in business administration at Masters level.

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 29 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.