

# Job Title: Contracts Officer

Req ID 2241 - Posted 27/09/2017



## 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

ESTEC, Noordwijk, The Netherlands

### Description

Contracts Officer in the Procurement and EU Administration Department, Directorate of Industry, Procurement and Legal Services.

### Duties

Reporting to a 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

## Education

Applicants should have a Master's 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.

## 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 25 October 2017.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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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.