

Job Title: Project Controller

Req ID 4581 - Posted 02/02/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Operations.

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 for a limited period of 4 years, non-renewable, and is classified A2-A4 on the Coordinated Organisations' salary scale. Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little experience, the position may be filled at A1 level.

Location

ESOC, Darmstadt, Germany

Description

Project Controller in the Programme & Project Control Section, Business Unit Control Office, Directorate of Operations.

Duties

Managing the financial aspects of projects for clients within the Directorate, the incumbent is a qualified financial professional who oversees project income and expenditure flow, verifying that projects are completed to schedule and budgetary parameters by maintaining close contact with the client and systematically collecting all relevant data. This includes supporting the Office in conducting project audits, managing project schedules and overseeing regulatory-compliance issues.

Reporting to the Head of Section, the postholder provides project control support for all projects managed by or delegated to the Directorate.

Main duties include:

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- preparing and maintaining work breakdown structures and the detailed/summary schedules for the respective projects;
- preparing and maintaining project cost-at-completion data;
- supporting preparation of project management plans;
- maintaining the structure and content of project-related documentation in the Directorate's document management system;
- ensuring consistency between the WBS and planning and project/internal budgets;
- implementing control procedures and planning to provide full visibility over all project-related technical, contractual and managerial activities;
- contributing to the annual ESA Controlling Work Plan and the financial asset management process;
- identifying problem areas and proposing remedial action and replanning as required;
- preparing ESA management reports (e.g. manpower, cost, schedule and technical progress of work);
- acting as first point of contact and Subject Matter Expert (SME) interface representing OPS-B with respect to the OPS cost centre structure and its implications;
- providing the Head of Business Unit Control with progress reports enabling assessment of resource-related performance.

Primary interfaces include intra-directorate interfaces with programme managers, project managers, project controllers, resource controllers, Head of Section, Head of Office as well as with project controllers working for customer projects, corporate finance staff, local procurement office staff and local finance staff.

Technical competencies

Project control and monitoring

Expert knowledge of a SAP based ERP systems and related queries

Cost and financial/management accounting, accounting standards

Cost structures and financial processes

Financial control and fixed asset management

In-depth knowledge of Microsoft office, particularly Excel

Strong analytical and reporting skills

Behavioural competencies

Communication

Problem Solving

Systems & Broader Business Thinking

Relationship Management

Planning & Organisation

Self Motivation

Education

A business administration or business analytics degree at Master's level.

Additional requirements

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 02 March 2018.

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.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States when short-listing for interview. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.