

Job Title: Project Controller

Req ID 5421 - Posted 21/02/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Human & Robotic Exploration

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 duration of 4 years, non-renewable, and is classified A2-A4 on the Coordinated Organisations' salary scale.

Location

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

Description

Project Controller in the Project Control Team, Programme Management Support Group, Directorate of Human & Robotic Exploration Programmes.

The postholder reports to the Project Control Team Leader 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 industrial contractors for all matters in their domain of activities.

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

The postholder bears key responsibilities in the preparation, procurement and monitoring of complex procurements, from tendering to contract closure, and in management, financial and planning aspects. This involves multiple interfaces inside and outside ESA including negotiations with industrial contractors and a key role in supporting project manager(s) in the programmatic decision-making.

Duties

Typical duties and activities include:

- preparing, developing and maintaining the overall programmatic aspects of project/missions, including space segment, payload, launch, ground segment and Agency-provided services; aspects include cost, finance, schedule, logistics, configuration, documentation, progress control, geographical return, 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, including maintaining project-related data in ESA's ERP system;
- supporting inventory control and asset management for assigned projects;
- assisting in preparing tender documents with respect to cost, management and schedule/planning requirements and participating in evaluating proposals; preparing information required for subsequent contract negotiations, participating in all tasks related to placing contracts, including negotiations with industry;
- supporting 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, proposing mitigation actions and preparing risk reports as required;
- supporting the organisation of project reviews, participating in reviews in the areas of project control-related responsibilities;
- participating in establishing and maintaining 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 should have professional experience as a controller under a project/programme preferably within industry or at an agency. Substantial experience is essential in the application of project management and control principles and advanced project control techniques, as well as in the preparation, negotiation and implementation of major industrial procurements. Engineering experience under a project/programme will be considered an asset.

Applicants should have a solid work background in the disciplines related to the above tasks, 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 and space system architectures will be an asset.

Education

Applicants 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 21 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. When short-listing for an interview, priority will be given to external candidates from under-represented Member States. (<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.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.