

## Job Title: Department Programme Control Head of Service

Req ID 5441 - Posted 28/02/2018



### EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Space Transportation.

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

##### Department Programme Control Head of Service

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

#### Location

ESA Headquarters, Paris, France

##### Department Programme Control Head of Service

Department Programme Control Head of Service in the Operating Planning and Business Unit Controlling (BUC) Office, Directorate of Space Transportation.

The supported unit is the Space Transportation Development Department (STS-D).

The postholder is the BUC Office's primary interface with that Department and the lead controller for the Department, coordinating the activities of the project controllers assigned to the Departments' projects.

#### Duties

- keeping a record of applicable programme Declarations, defining structure and related master data for programme and project control, following the organisational evolution;
- supervising the definition of project breakdown in relation to the applicable Declarations, the Directorate's organisational structure, and according to applicable guidelines defined at corporate and Directorate level;
- supporting the allocation of resources to projects, ensuring project data are consistent with programme element data regarding resources;
- preparing and updating plans (in-year, multi-year, at-completion) of resources per programme element and project, including manpower and support, facilities, running and industrial costs, together and consistent with scheduling;
- monitoring actual resource usage, analysing deviations and providing reasons for them, proposing corrective actions;
- coordinating project control of assigned projects;
- planning and monitoring third-party income;
- preparing and presenting financial reporting at Department-level reporting meetings;
- supervising preparation and validating industrial return analyses and related reporting (internal and external), supporting bilateral meetings with participating State delegations;
- preparing and updating the financial/workforce part of project plans and support projects reviews related to Department projects, preparing and/or supporting ad-hoc analyses related to programmes/projects;
- schedule reporting;
- providing the Head of BUC Office with timely progress reports concerning resources and major project developments;
- supervising and validating produced data regarding the year closure exercise, ensuring correctness of financial project data;
- supporting programme closure exercise;
- providing validated inputs for Directorate-level risk management to the Risk Coordination Officer;
- coordinating at programme element level the asset management activities of the BUC Office regarding asset management;
- supporting coordination of the Directorate's assessment and coherent implementation of the governance for the new launch system development and exploitation phases, supporting assessment of evolving launch service revenue.

The postholder also foresees management of the resources assigned to project control of Departments' projects.

#### Technical competencies

Analytical capabilities in the economics field  
Experience in control of large development projects and risk management, preferably in the area of aerospace  
Managing complex databases, ERP  
CPM, including technical scheduling methodology and workload and workforce management  
Cash flow planning  
Analysis and monitoring of industrial activities impacting geographical and industrial return  
Procure to pay process

#### Leadership competencies

Acting as a role model  
Promoting diversity  
Driving performance  
Developing & motivating people  
Fostering cooperation & effective team-working  
Leading change  
Strategic vision & business context

#### Behavioural competencies

Results Orientation  
Teamwork  
Customer Focus  
Systems & Broader Business Thinking  
Problem Solving  
Communication

#### Education

Applicants should have a Master's degree or equivalent qualification in Economics, Business Administration or Engineering.

#### Additional requirements

The technical competence requirement for "analytical capabilities in the economics field" will be demonstrated by written test on the day of the interview.

#### 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 28 March 2018.**

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