

Job Title: Purchase Assistant

Req ID 5902 - Posted 02/03/2018



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

Purchase Assistant

This post is for a limited period of 4 years, non-renewable, and is classified B2-B4 on the Coordinated Organisations' salary scale.

Location

ESOC, Darmstadt, Germany

Description

Purchase Assistant in the Procurement and EU Administrative Department, Operations and Ground Segment Procurement Division. The postholder will report to the Head of Service and the Procurement Officer at ESOC.

Duties

The main duties will involve providing support to the Division and will include:

- the timely implementation and following up of all purchasing actions (RFQ/PO), up to the delivery of goods and services, in accordance with internal procedures and user requirements to ensure that procurements needs are satisfactorily met;
- liaising with suppliers to achieve the most favourable conditions, taking into account quality, the standards to be maintained by ESA and the life-cycle of the goods/services to be purchased;
- maintaining and following up of Purchase Order files (goods, services and supplier lists) including the updating of ESA Purchase Office information systems; monitoring and reporting of PRF/PO statistics;
- handling general correspondence and administrative tasks as required.

Technical competencies

State-of-the-art knowledge in area of responsibility at required level

Proficiency in the use of the Agency's information systems, tools and applications, including online services on the internet

Knowledge of the relevant Agency rules, processes and procedures

Experience in ESA procurement processes and contract management as well as applied negotiation skills

Behavioural competencies

Problem Solving

Teamwork

Customer Focus

Planning & Organisation

Education

Assistant/Senior Assistant level: secondary school, supplemented by professional training as buyer for technical activities; proficiency in the Agency's languages.

Additional requirements

The postholder should have a basic understanding of technical issues together with good communication skills. The ability to draft basic legal/contractual texts is required.

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 30 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, Slovenia, Spain, Sweden, Switzerland, the United Kingdom, 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 be given 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.