

Job Title: Contracts Officer

Req ID 5661 - Posted 03/04/2018



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 Contracts Officer

This post is for a limited duration of four years (non-renewable) and is classified in the A2-A4 grade band of the Coordinated Organisations' salary scale.

Location ESRIN, Frascati, Italy

Description

Contracts Officer in the Earth Observation Ground Segment and Applications Procurement Service, Operations and Ground Segment Procurement Division, Procurement and EU Administrative Department, Directorate of Industry, Procurement and Legal Services.

Duties

Reporting to the Head of Service in ESRIN, the Contracts Officer will, as part of the support provided to that Service, perform these main duties notably:

- preparing requests for offers/invitations to tender;
 - participating in their evaluation;
 - drafting and negotiating the resulting contracts;
 - participating in monitoring the performance of 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 concerned, advising them on all procurement-related matters.

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
Communication
Planning & Organisation

Education

Master's degree or equivalent qualification preferably in law, economics or business studies with experience of contract matters gained in industry or public administration. A further university qualification at Master's and/or PhD level would be an asset. Proficiency in the Agency's working languages.

Additional requirements

Ability to draft legal/contractual texts

Basic understanding of technical issues

Negotiating skills

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 1 May 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 first 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.