

Job Title: Project Controller

Req ID 7341 - Posted 12/07/2018



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

Project Controller

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

This position forms part of ESA's Advance Recruitment Scheme which is established to provide appropriate staffing resources when requirements materialise.

Appointments are therefore made for an initial duration of two years after which the selected candidate may be appointed to a permanent post at the Agency.

Location

ESA Headquarters, Paris, France

Description

Project Controller in the Operating Planning and Business Unit Controlling Office, Directorate of Space Transportation.

Duties

Under the responsibility of the Head of Office, the postholder is responsible for:

- defining the project control work breakdown structure (WBS), maintaining the related master data;
- preparing and updating plans (in-year, multi-year, at-completion) of resources per project, including manpower and support, facilities, running and industrial costs, together and consistent with schedule;
- monitoring actual resource usage, analysing deviations, explaining them, proposing corrective actions;
- performing tasks assigned to project controllers in ESA ERP (esa-p) for assigned projects, in particular ensuring that the planning and resource data are up-to-date;
- providing support for proposal evaluation, negotiations with industry, reporting to project teams, supporting department-level reporting meetings;
- providing data for industrial return, supporting related analyses;
- preparing and updating the financial/workforce part of project plans, support project reviews, preparing and/or supporting ad hoc analyses;
- reporting on project management Key Performance Indicators (KPI);
- preparing and validating with project managers inputs for concise text reporting;
- supporting the year-closure exercise, ensuring that costs are accrued in the correct period, provisions are made, unused fund reservations released and the available commitment ceiling is monitored/validated in each data system used;
- supporting the programme closure exercise;
- supporting Risk Management at project level;
- supporting Asset Management at project level;
- acting as main contact point with the Industrial Policy and Auditing Department, organising enrichment of industrial return data, reporting on industrial return;
- acting as main focal point with Finance, Planning and Controlling Department in support of year closure (excluding assets-related data);
- organising update of EED, contract closure status in esa-p.

Technical competencies

Cost and financial regulatory framework, including accounting standards and auditing
Project and risk management
Budgeting, cost control and resources and activities planning
Managing complex databases, ERP

Behavioural competencies

Communication
Problem Solving
Relationship Management
Planning & Organisation

Education

Business Administration degree at Master's level and/or engineering/technology qualification.

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 16 August 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, 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 internal candidates and secondly 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.