

Job Title: Project Controller

Req ID 7981 - Posted 29/10/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Navigation.

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

Location

ESTEC, Noordwijk, The Netherlands

Description

The postholder will report to the Head of the Galileo Project Management Support Office with a functional reporting line to the procurement manager(s) of the assigned project(s) and direct interface with ESA Finance, Procurement, industrial contractors and EC/GSA for all matters in their field of activity.

Assigned initially to the Galileo Project, the postholder is responsible for supporting the procurement manager(s) on all activities related to project cost, schedule and risk, as well as project management processes, and for reporting to the Business Unit Controller for the Directorate's internal/external reporting needs.

The postholder bears key responsibilities for the preparation, procurement and monitoring of complex procurements, from tendering to contract closure, and for management, financial and planning aspects. The incumbent has multiple interfaces inside and outside ESA including negotiations with industrial contractors and provides key support to the project manager(s) with programmatic decision-making.

Duties

Typical duties and activities include:

- preparing, developing and maintaining the overall programmatic aspects of the project/missions, including space segment, payload, launch, ground segment and Agency-provided services; the programmatic aspects include work breakdown structure, cost, finance, schedule, logistics, progress monitoring and geographical return and coordinating the configuration management function to establish and maintain the project's technical and programmatic baselines;
- implementing and operating planning and control procedures to provide full visibility on the progress of all activities using established procedures and information systems; this includes maintaining project-related data in ESA's ERP system;
- supporting inventory control and asset management for assigned projects;
- assisting in the preparation of tender documents with cost, management and schedule/planning requirements, participating in evaluation of 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, identifying potential problem areas, proposing mitigation action and preparing risk reports as required;
- supporting the organisation of project reviews, participating in reviews in the areas of Project Control-related responsibilities;

- providing inputs for periodic reporting to project management and the Business Unit Controller.
Specific duties include:
- contributing to preparing preliminary change implementation proposals in response to EC and/or GSA change requests for agreements in place, covering financial and scheduling aspects;
- supporting contract negotiations with industry and EC/GSA on management, schedule, programmatic and financial matters;
- organising and participating in ESA technical reviews of industrial activities involving coordination with external entities such as the EC, GSA and other security-related bodies as required.

Technical competencies

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
Strong analytical and reporting skills

Behavioural competencies

Communication
Problem Solving
Systems & Broader Business Thinking
Relationship Management
Planning & Organisation
Self Motivation

Education

Applicants for this post should have a Master's degree or equivalent qualification, i.e. an engineering qualification or a degree in Business Administration at Master's level.

Additional requirements

Applicants should have professional experience as a controller under a project or programme preferably at agency or industry level. Experience in another function in finance, controlling and auditing, and in the use of modern automated planning and project control tools, will be considered key assets. Some knowledge and/or understanding of space systems architecture is an asset.

Substantial experience is essential in the application of project management and project control principles and advanced project control techniques, as well as in the preparation, negotiation and implementation of major industrial procurements.

Engineering experience gained under a project or programme will be an asset.

Applicants must be willing to travel.

They must be eligible for security clearance by their national security administration.

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 26 November 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 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.