

Job Title: EAC FM Manager

Req ID 6901 - Posted 13/12/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal 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

EAC FM Manager

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

Location

EAC, Porz-Wahn, Germany

Description

EAC FM Manager in the ESOC & EAC Estates & Management Service, ESA Estates & Facilities Management Department, Directorate of Internal Service.

Duties

Under the direct authority of the Head of ESOC & EAC Estates and Facilities Management Service, the postholder is responsible for managing the proper functioning of EAC related EFM services and provides operational support to the Head of EAC. Given the status of EAC, the postholder will coordinate very closely with DLR for all EFM Hard and Soft services delivered at EAC.

The incumbent will also be in charge of mechanical installations and equipment at ESOC and EAC, acting as expert focal point for site mechanical engineering, carrying out the following duties:

- Carrying out preventive and corrective mechanical maintenance of mechanical systems including:
 - quality control of maintenance performed by the site main contractor;
 - quality control of mechanical installations and work performed on site/centre by various contractors;
 - reviewing and preparing maintenance procedures and stipulations;
 - assessing maintenance contractor performance in meeting maintenance contract requirements;
 - assessing contractors' activities regarding health & safety regulations;
 - following up corrective actions
- Managing mechanical projects on ESOC and EAC infrastructure:
 - managing projects from inception to close-out, including commissioning;
 - preparing and drawing up work descriptions, project budget and time-planning estimates;
 - preparing, organising and leading meetings as required by management or due to project activities;
- Assisting multidisciplinary projects, providing support for:
 - coordinating actions and tasks in the mechanical engineering area;
 - organising and leading coordination meetings between team members and/or project board meetings;
 - communication and information matters linked to project activities;
 - project commissioning.
- Mechanical projects & quality control:
 - implementation and maintenance of up-to-date project plan, project management/coordination;
 - controlling and following up key performance indicators for project management and execution;
 - review and evaluate offers received from contractors.

Technical competencies

State-of-the-art knowledge in area of responsibility at required level
Knowledge & understanding of the Agency's core business
Experience in managing facility management projects
Experience in maintaining mechanical installations and equipment

Behavioural competencies

Problem Solving
Planning & Organisation
Teamwork
Customer Focus
Results Orientation
Innovation & Creativity

Education

Applicants should have a Master's degree or equivalent qualification in mechanical engineering.

Additional requirements

A proven capability to manage maintenance and projects is required. Knowledge and experience of building automation systems and geothermal plants would be an advantage. Competence in hydraulic cooling and heating closed-loop systems as well as building humidification systems are 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 24 January 2019.

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.