

# Job Title: Project Controller

Req ID 8610 - Posted 19/02/2019



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Earth Observation Programmes.

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 Project Control Unit (EOP-PME), with a functional reporting line to the Project Manager of the assigned project, and direct interface with ESA Corporate Control, Finance and Procurement and with industrial contractors for all matters within their domain.

The incumbent will be assigned initially to the EarthCARE project.

The Project Controller is responsible for supporting the Project Manager with all activities related to project cost, schedule and risk, project management processes and administrative functions, and for reporting to the Business Unit Controller as needed for the Directorate's internal and external reporting.

The incumbent holds key responsibilities for the preparation, procurement and monitoring of complex procurement actions, from tendering to closure of contracts, and for management, financial and planning aspects. The postholder has multiple interfaces inside and outside ESA including negotiations with industrial contractors and plays a key role in supporting the Project Manager(s) in programmatic decision-making.

### Duties

Typical project control 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, configuration, documentation, progress control and geographical return as well as general project administration;
- 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 maintenance in the ESA ERP system of project-related data;
- preparing, maintaining and reporting on status of the Cost At Completion, including annual cost plans and manpower planning; identifying potential problem areas and proposing remedial actions;
- monitoring of financial commitments for compliance with budgetary provisions and financial regulations;
- monitoring assigned contracts and ensuring industry compliance with established formal requirements for management, costs, schedule, risks, industrial return, reporting including deviations from plans and trends;
- preparation of forward looking estimates relevant to project specific data evolution as well as for future developments. Maintenance of historical project databases and Project Plan Annexes;
- supporting inventory control and asset management for the assigned projects;
- assisting in the preparation of tender and contract change documents with respect to cost, management and schedule/planning requirements and participating in the evaluation of proposals; preparing information required for

subsequent contract negotiations and participating in all tasks related to the placing of contracts, including negotiations with industry;

- supporting the closure of industrial contracts and the financial year closure exercise;
- implementing, within the framework of the Agency-wide risk management policy, risk management procedures and supporting Project Manager in identifying potential problem areas therein, proposing mitigation actions and preparing risk reports as required;
- supporting the organisation of project reviews and participating in reviews in the areas of project control-related responsibilities;
- supporting inventory control and asset management for the assigned projects;
- providing inputs for periodic reporting to project management and business unit controller;
- participating in the definition, maintenance and improvement of the project control procedures and computerized information and controlling systems;
- supporting the Head of the Earth Explorer Project Control Section in executing the section's duties.

## Technical competencies

Understanding of the relevant ESA 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

Expert knowledge of a SAP based ERP systems and related queries

Ability to rapidly assimilate and synthesise complex information

## Behavioural competencies

Communication

Problem Solving

Teamwork

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 shall have previous professional experience as a controller in a project or programme preferably at agency or industry level. Experience in another function in finance, controlling and auditing will be considered a (key) asset. Some knowledge and/or understanding of space systems architecture will be also considered 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 in a project or programme will be considered an asset.

Knowledge of computer systems and information/planning/coordination tools (e.g. esa-p, Microsoft Excel and Microsoft Project) is essential.

## 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 20 March 2019.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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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.