

Job Title: Junior Contracts Officer

Req ID 8627 - Posted 29/01/2019



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

Junior Contracts Officer

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

Location

ESTEC, Noordwijk, The Netherlands

Description

Junior Contracts Officer in the Procurement and EU Administration Department, Directorate of Industry, Procurement and Legal Services.

Duties

Reporting to a Head of Service, the Junior Contracts Officer will have the following duties:

- preparing requests for offers/invitations to tender
- participating in the evaluation of offers and tenders
- preparing and negotiating the resulting contracts
- participating in monitoring performance of the 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 with which they are concerned, advising them on all procurement-related matters.

Technical competencies

Experience in ESA procurement processes and contract management as well as applied negotiation skills

Knowledge of ESA's legal environment, convention, rules, regulations and policies

Knowledge of the European and international space sector (institutional, commercial and/or industrial)

Cost structures and financial processes

Understanding of the relevant ESA/EU procurement regulations

Behavioural competencies

Communication

Relationship Management

Planning & Organisation

Results Orientation

Education

Applicants should have a Master's Degree or equivalent qualification preferably in law, economics or from a business school, plus experience of contract matters gained either in industry or public administration.

Additional requirements

Ability to understand and formulate contractual/legal texts in both French and English.
Ability to understand issues of technical and management nature

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 27 February 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.