

Job Title: Legal and Contracts Officer

Req ID 8795 - Posted 15/07/2019



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

Legal and Contracts Officer

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

Location

ESA Headquarters, Paris, France or ESTEC, Noordwijk, The Netherlands

Description

Legal and Contracts Officer in the Directorate of Industry, Procurement & Legal Services. Assigned to the Legal Services Department or to the Procurement & EU Administration Department, the postholder reports initially to the Head of Department and may later be reassigned to a Division.

Duties

Under the direct authority of the Head of Department, the Officer will receive work assignments involving the following tasks:

- analysing legal documentation and taking action regarding the relevant legal and regulatory environment in which the Agency operates;
- drafting opinions, reports and working documents on legal problems arising in the Agency's day- to-day operations and in implementing applicable rules and policies;
- supporting preparation of the legal instruments governing the Agency's activities, programmes and procurement contracts;
- advising on the formulation and application of Agency's rules, regulations and contract conditions;
- preparing draft agreements and contracts with public and private contractors, participating in their negotiation;
- preparing requests for offers/invitations to tender;
- participating in the evaluation of offers and tenders;
- preparing and negotiating the resulting contracts;
- participating in monitoring the execution of the contracts;
- dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned.

The postholder will liaise closely with the initiating services technically responsible for the projects with which they are concerned, advising them on all procurement and legal matters.

Technical competencies

State-of-the-art knowledge in area of responsibility at required level
Mastering the drafting of complex contracts or of public law acts
Negotiation skills
Understanding issues of a technical and management nature

Behavioural competencies

Continuous Learning
Customer Focus
Problem Solving
Relationship Management
Results Orientation
Systems & Broader Business Thinking

Education

Applicants should have a Master's degree, or equivalent qualification, in law or economics, including advanced studies specialising in contract law, supplemented by at least four years' work experience in a public administration, international organisation, business or a specialised law firm.

Qualification for admission to the bar and/or advanced law studies, and publications on international law or contract law, will be definite assets.

Additional requirements

Applicants should demonstrate:

- the ability to engage with senior stakeholders;
- the ability to work collaboratively in a team of lawyers, achieve professional goals, identify priorities and adjusts them as required;
- professional talent to analyse, draft and present international legal acts and procurement acts.
- the ability to understand and formulate contractual/legal texts in both english and French languages, which is of particular importance for this post.

Candidates should have professional experience of the law and regulations applicable to public procurement in the jurisdiction of at least one ESA Member State.

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 25 August 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.