

Job Title: Contracts Officer

Req ID 9098 - Posted 13/01/2020



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 Contracts Officer

This post is classified A2-A4 on the Coordinated Organisations' salary scale.
This post is part-time (50% of the normal working hours), for a limited duration of two years.

Location
ESTEC, Noordwijk, The Netherlands

Description
Contracts Officer in the Procurement and EU Administration Department, Directorate of Industry, Procurement and Legal Services. For a limited period of 2 years.

Duties
Reporting to the Head of Science, Exploration & Human Spaceflight Procurement Division, you will perform these duties:

- preparing requests for offers/invitations to tender
- participating in their evaluation
- preparing and negotiating the resulting contracts
- participating in monitoring contract performance
- dealing with administrative, contractual, legal and industrial problems arising from procurements, involving regular and direct interaction with industry

You will closely liaise with the initiating services technically responsible for projects, advising 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 procurement regulations

Behavioural competencies

Communication
Relationship Management
Planning & Organisation
Results Orientation

Education

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

Additional requirements

Understand and draft contractual and other legal texts in French and English.
Understand technical and management issues

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 10 February 2020.

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 view of the limited duration of this post, internal candidates are strongly advised to contact their HR advisor before applying.

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.