

# Job Title: Project Controller

Req ID 9849 - Posted 01/05/2020



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Telecommunications and Integrated Applications.

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

You will report to the Head of the Management & Project Control Office within the Telecom Satellite Programmes Department, functionally reporting to the respective project manager of assigned missions. Telecom missions cover several partnership projects having multiple-source funding including private and institutional.

You will be responsible for supporting partnership projects on all activities related to project cost, schedule and risk, project management processes and administrative functions, and for the Directorate's internal and external reporting.

You will hold key responsibilities for the preparation, procurement and monitoring of complex procurement actions, from tendering to closure of contract, and for management, financial and planning aspects. You will have multiple interfaces inside/outside ESA including negotiations with industrial contractors, playing a key role in supporting project managers in programmatic decision-making.

### Duties

Typical duties and activities include:

- preparing, developing and maintaining the overall programmatic aspects of partnership projects/missions, including work breakdown structure, financial matters, scheduling, configuration, documentation, progress control, geographical return, general project administration;
- implementing and operating planning & control procedures to provide full visibility over progress on all activities using established procedures and information systems, which includes maintenance in ESA's ERP system of project-related data;
- advising project managers and external ESA partners including industry on partnership project control best practices, methods, processes and procedures;
- training junior Project Controllers in the Department and relevant interfaces within the industrial teams;
- participating in the definition, maintenance and improvement of Project Control procedures and computerised information and controlling systems;
- preparing, maintaining and reporting on cost-at-completion status, including annual cost plans and workforce planning, identifying potential problem areas and proposing remedial action;
- monitoring assigned contracts, ensuring industry compliance with established formal requirements for management, costs, scheduling, risk, industrial return, reporting, including deviations from plans/trends;
- assisting in the preparation of tender and contract change documents with respect to cost, management and scheduling/planning requirements, participating in evaluations of proposals, participating in all tasks related to placing contracts, including negotiations with industry;
- supporting closure of industrial contracts and the financial year closure exercise;
- providing relevant periodic or ad hoc management reporting including Key Performance Indicators (KPI) on scheduling, cost and risk to various internal and external stakeholders;

- supporting project managers and Department/Directorate risk coordinators in preparing and maintaining the Projects Risk Register;
- contributing in coordination with the Department schedule coordinator to the preparation, development and maintenance of overall scheduling aspects of the mission master schedule, and to improving cost/schedule-related competences and skills as required;
- supporting project reviews;
- supporting implementation of ESA Security Directives on partnership project(s) in coordination with the D/TIA Security Officer and PSSO;
- assisting the D/TIA Security Officer with internal security audits.

### **Technical competencies**

Understanding of the relevant ESA/EU procurement regulations  
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

### **Behavioural competencies**

Communication  
Problem Solving  
Systems & Broader Business Thinking  
Relationship Management  
Planning & Organisation  
Self Motivation

### **Education**

A Master's degree or equivalent qualification in engineering or business administration.

### **Additional requirements**

Professional experience as a controller in large multi-funded (public/private) projects or programmes, preferably at agency or industry level, preferably in the telecom business.

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.

Experience in another function in finance, controlling and auditing will be considered a key asset. Knowledge and/or understanding of space systems architecture and engineering experience in a project or programme will be assets.

### **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 31 May 2020.**

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.