

Job Title: Contracts Officer

Req ID 10371 - Posted 29/07/2020



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 for a limited duration of four years (non-renewable) and is classified A2-A4 on the Coordinated Organisations' salary scale.

Location
ESRIN, Frascati, Italy

Description

Contracts Officer in the Launchers Procurement Service, Launchers and HQ Procurement Division, Procurement and EU Administration Department, Directorate of Industry, Procurement and Legal Services.

Duties

Reporting to the Head of the Launchers Procurement Service, you 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;
- Monitoring the execution and performance of the contracts;
- Dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned, involving regular and direct interaction with industry;
- Maintaining close liaison with and providing value added support to your assigned initiating services, who are technically responsible for their projects and advising them in all procurement-related matters.

Technical competencies

Experience of contract matters gained either in industry or public administration
Understanding of ESA's legal environment, convention, rules, procurement regulations and policies
Knowledge of the European and international space sector (institutional, commercial and/or industrial)
Cost structures and financial processes
Negotiation skills

Behavioural competencies

Planning & Organisation
Customer Focus
Problem Solving
Relationship Management
Results Orientation
Communication

Education

A Master's degree in law is required. Additional degrees in economics/finance/business is an asset.

Additional requirements

- The ability to engage with senior stakeholders
- Understanding of the European launchers policy and industrial chain is an asset.
- Ability to understand and formulate contractual/legal texts in both French and English is an asset.
- You should have professional experience with the laws 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 9 September 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.