

Job Title: Project Controller

Requisition ID 10567 - Posted 01/02/2021



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Navigation.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. For this purpose, we welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. 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

Project Controller in the Galileo G2 System Project Control Unit, Galileo Project Management Support Office, Programme Management Support Office, Programme Planning & Coordination Office, Directorate of Navigation.

You will report to the Head of the Galileo G2 System Project Control Unit and you will be in charge of controlling certain industrial activities related to the Galileo System.

Duties

Project Control duties and activities typically include:

- preparing tender and contract change documents covering management, programmatic and financial matters, participating in the evaluation of industrial proposals and contract change documents and preparing information required for subsequent industrial contract negotiations;
- contributing to the preparation of preliminary change implementation proposals in response to EC and/or GSA change requests for agreements in place;
- supporting contract negotiations with industry on management, schedule, programmatic and financial matters;
- organising and participating in ESA technical reviews of industrial activities, including coordination with external entities such as EC, GSA and other security-related bodies as required;
- maintaining schedules, controlling industrial activity schedules and progress with respect to plans by reviewing progress reports, participating in meetings and following up the contracts and internal action items registry;
- contributing to the establishment and maintenance of financial plans, evaluating industrial proposals and contract changes and following up commitments and industry milestone accruals;
- contributing to the risk management function by identifying and documenting risk, analysing its probability/impact and proposing appropriate mitigation actions;
- contributing to the preparation and analysis of internal/external status reports and plans and to the maintaining of the Galileo System design, development and validation plan and of detailed Galileo work schedules for industry and EC/GSA, plus other schedules or customer-undertaking documents
- assisting with the definition and implementation of planning and control procedures and with providing visibility over all Project-related activities;
- interfacing with industry, EC, GSA and security accreditation bodies on financial, programmatic and schedule control matters;
- ensuring industry compliance with established formal requirements for management, costs, schedule and risk-reporting;
- contributing to the Directorate central programme management function and the Business Unit Controller with regular and ad hoc analyses and data as required.

Technical competencies

Understanding of the relevant ESA/EU procurement regulations

Project and risk management

Budgeting, cost control and resources and activities planning

Cost and financial regulatory framework, including accounting standards and auditing

Understanding of space system architectures

Behavioural competencies

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

Education

A Master's degree or engineering qualification or a degree in business administration at Master's level is required.

Additional requirements

- You should be experienced in the use of modern automated planning and project control tools, and budget and accounting as well as office automation software.
- You are expected to demonstrate excellent planning and organisational skills and attention to detail and be able to work effectively in a team environment. You should possess sound judgment, have integrity and good communication skills.
- You must be willing to travel.

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 28 February 2021.

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us at 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, Latvia and Slovenia and in addition of Member States of the European Union not members of ESA: Bulgaria, Croatia, Cyprus, Lithuania, Malta and Slovakia.

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. (<https://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.