

Job Req ID: 11971
Agency: ESA

Project Controller



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Earth Observation Programmes.

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

If selected for this position, you will be assigned to one of the Earth Explorer mission, will report hierarchically to the Head of Project Control & Management Support Office for Explorer, Earth Watch and System Support Division for Earth Observation Projects Department (EOP-BN), and report functionally to the Project Manager of the assigned project.

You will act as the direct interface between the Project and ESA Corporate Control, Finance and Procurement and with industrial contractors for all matters within their domains of activity.

The Project Controller is responsible for supporting the Project Manager with all activities related to project cost, schedule and risk management, project management processes and administrative functions, and for reporting to the Senior Financial Controller as needed for the Directorate's internal and external reporting. You will assume key responsibilities for the preparation, procurement and monitoring of complex procurement actions, from tendering to closure of contracts, and for management, financial and planning aspects. You will be required to maintain multiple interfaces inside and outside ESA, to conduct negotiations with industrial contractors and play a key role in supporting the Project Manager in programmatic decision-making.

Duties

Typical project control duties and activities include:

- preparing, developing and maintaining the overall programmatic aspects of the project/missions, including space segment, payload, launch, ground segment and Agency-provided services. The programmatic aspects include, cost, financial

- commitments, procurements, schedule, risks, logistics, progress control and geographical return as well as general project administration;
- preparing and maintaining cost plans covering industrial and operating (including workforce-related) costs;
 - implementing and operating planning and control procedures to provide full visibility on the progress of all activities using established procedures and information systems; this includes maintenance in the ESA ERP system of project-related data;
 - supporting inventory control and asset management for the assigned projects;
 - assisting with the preparation of tender documents with respect to cost, management and schedule/planning requirements and participating in the evaluation of proposals; preparing information required for subsequent contract negotiations and participating in all tasks related to the placing of contracts, including negotiations with industry; supporting Project/Mission Manager(s) in Change Control/Review Boards;
 - monitoring assigned contracts and ensuring industry's compliance with established formal requirements for management, costs, schedule, risks, industrial return, reporting including deviations from plans and trends; acting as the main interface with industry on financial matters;
 - For the above, active monitoring is expected, identifying and reporting trends, deviations from plans, potential problem areas and proposing remedial actions in coordination with the Project Manager;
 - compliance with budgetary provisions and financial regulations are also expected;
 - supporting the closure of industrial contracts and the financial year closure exercise;
 - implementing, within the framework of the Agency-wide risk management policy, risk management procedures and identifying potential problem areas therein, proposing mitigation actions and preparing risk reports as required;
 - supporting the preparation and organisation of project reviews/audits and participating in reviews/audits in the areas of project control-related responsibilities;
 - participating in the establishment and maintenance of the Directorate's project control procedures and computerised information systems;
 - supporting the Head of the Project Control & Management Support Office and Senior Financial Controller in the execution of their duties.

Technical competencies

Understanding of the relevant ESA procurement regulations

Cost and financial regulatory framework, including accounting standards and auditing

Understanding of space system architectures

Project 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

Ability to rapidly assimilate and synthesise complex information

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A Master's degree in Engineering or Business Administration is required.

Additional requirements

Applicants shall have previous professional experience as a controller in a project or programme preferably at Agency or industry level. Experience in another function in finance, controlling and auditing will be considered a (key) asset. Some knowledge and/or understanding of space systems architecture will be also considered an asset.

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. Engineering experience in a project or programme will be considered an asset.

Knowledge of computer systems and information/planning/coordination tools (e.g. esa-p, Microsoft Excel and Microsoft Project) is essential. Familiarity with modern dashboard tools will be considered an asset.

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 04 April 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.

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.