

## Contracts Officer

**Job Req ID:** 12389

**Closing Date:** 04 May 2021

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 06 April 2021

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. 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.

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

### Location

ESTEC, Noordwijk, The Netherlands

### Description

Contracts Officer in the Procurement Department in the Directorate of Industry, Procurement and Legal Services.

### Duties

Under the direct authority of the Head of Division/Section, you will be responsible for the following duties:

- Preparing requests for offers/invitations to tender;
- Participating in the evaluation of offers and tenders;
- Preparing and negotiating the resulting contracts;
- Participating in monitoring the execution of the contracts;
- Dealing with administrative, contractual, legal and industrial problems arising from the procurements concerned.

You will maintain close liaison with the initiating services technically responsible for the projects with which they are concerned, advising them on all procurement-related matters.

### Technical competencies

Knowledge of the procurement environment in which an international organisation operates

Knowledge of the ESA institutional framework, policies and programmes

Mastering the analysis, drafting and presentation of complex contracts and/or of international public law instruments

Knowledge of the ESA institutional framework, and of the European and international space sector (institutional, commercial and/or industrial)

Cost structures and financial processes

Negotiation skills

### Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management  
Continuous Improvement  
Forward Thinking

## Education

A Master's Degree preferably in law, economics or from a business school is required.

## Additional requirements

You should demonstrate the ability to:

- engage with senior stakeholders;
- identify priorities and adjust them as required;
- understand and formulate contractual/legal texts in both the official languages of the Agency (French and English);
- understand issues of a technical nature.

At least 5 years professional experience in a public administration, international organisation or private industry.

## 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.

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](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, 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.