

Business Analyst

Job Req ID: 12347

Closing Date: 20 May 2021

Publication: Internal & External

Vacancy Type: Fixed-Term

Date Posted: 21 April 2021

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. 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 for a limited duration of 4 years (non-renewable) and is classified A2-A4 on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, The Netherlands

Description

The Business Planning, Management Support and Coordination Office is responsible for executing the overall controlling function within the TIA Directorate and provides overall support to the Director in managing the Directorate and its Departments to ensure coherent, effective implementation of its core activities.

You will report to the Head of the Analysis Centre Control and Support Service Unit.

Duties

- Providing support for the planning and monitoring of TIA Analysis Centre accounting, preparing the Directorate rates, providing the distribution key for cost accounting and supporting proper implementation of time recording;
- Contributing to resource planning and control by analysing results, monitoring variance, proposing changes as required, identifying trends by providing inputs for management reporting in TIA and to corporate functions and delegate bodies, including reporting on Business Key Performance Indicators;
- Coordinating financial mid-year and end-of-year closure in the Directorate;
- Supporting the preparation, maintenance, monitoring and forecasting of geographical return information for the Directorate;
- Supporting the implementation of future corporate IT solutions, i.e. the data lake, related to the finance and controlling domain and thus contributing to the preparation, maintenance and improvement of the Directorate's internal and external reporting, with a special focus on efficient preparation, involving multiple system sources, as well as on presenting reports;
- Performing administrative controlling tasks directly related to the Office and supporting the wider TIA community in operating financial systems such as esa-p and EROS. This includes analysing and proposing project-specific implementations in financial systems;
- Implementing ad hoc tasks within your area of competence, as requested by management, ensuring adherence to ISO procedures in your area of responsibility.

Technical competencies

In depth knowledge of cost, cash, resources and activities planning and control
Experience in controlling and risk, monitoring and management reporting
Strong analytical and reporting skills
Expert knowledge of the various esa-p modules and understanding of related queries
Experience in change management, preferably related to information systems
Knowledge of ESA's cost and financial regulatory framework
In-depth knowledge of Microsoft office, particularly Excel

Behavioural competencies

Result Orientation
Operational Efficiency
Fostering Cooperation
Relationship Management
Continuous Improvement
Forward Thinking

Education

A Master's degree in business administration or engineering is required.

Additional requirements

You should have good interpersonal and communication skills, with the ability to work effectively and cooperatively in a diverse and international team environment. You should also demonstrate the ability to solve problems and define and implement solutions in line with Office and Directorate objectives.

You should have proven organisational and planning skills and demonstrate a flexible, yet result-oriented approach. A solid knowledge of the Agency's financial, administration and controlling processes will be a definite advantage.

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 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, 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.

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