

Project Controller

Job Req ID: 12583

Closing Date: 23 June 2021

Publication: Internal & External

Vacancy Type: Fixed-Term

Date Posted: 09 June 2021



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Space Transportation.

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

Location

ESA Headquarters, Paris, France

Description

Project Controller in the Infrastructure and Value Chain Project Control Service, Business Unit Controlling and Operating Planning Office, Directorate of Space Transportation.

Duties

You will report to the Head of Service and will be, responsible for:

- defining the project control work breakdown structure (WBS), maintaining the related master data;
- preparing and updating (in-year, multi-year, at-completion) plans resources per project, including manpower and support, facilities, running and industrial costs, together and consistent with schedule;
- monitoring actual resource usage, analysing and explaining deviations, proposing corrective actions;
- performing tasks assigned to project controllers in ESA ERP (esa-p) for assigned projects, in particular ensuring that planning and resource data are up to date;
- providing support for proposal evaluations and negotiations with industry, reporting to project teams, and supporting department-level reporting meetings;
- providing data for industrial return, and supporting related analyses;
- preparing and updating the financial/workforce part of project plans, supporting project reviews, preparing and/or supporting ad hoc analyses;
- reporting on project management Key Performance Indicators (KPI) as regards schedule, cost and risk;

- preparing and validating with the project manager's inputs for concise text reporting;
- supporting the year-closure exercise, ensuring that costs are accrued in the correct period, provisions are made, unused fund reservations released and the available commitment ceiling is monitored/validated in each data system used;
- supporting the programme closure exercise;
- supporting Risk Management at project level;
- supporting Asset Management at project level.

Technical competencies

Cost and financial regulatory framework, including accounting standards and auditing

Project and risk management

Budgeting, cost control and resources and activities planning Managing complex databases, ERP

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A Master's degree in economics, administration or cross-cultural studies is required.

Additional requirements

At least five years' experience in posts related to economics, administration or cross-cultural studies.

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 23 June 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 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.