

# EUROPEAN SPACE AGENCY

## Head of the Project and Resource Management Office

**Job Req ID:** 12492

**Closing Date:** 12 November 2021

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 15 October 2021



### EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. We therefore welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

#### Post

#### Head of the Project and Resource Management Office

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

#### Location

ESRIN, Frascati, Italy preferred (ESTEC, Noordwijk, NL can also be considered)

#### Description

Reporting to the Head of the Information Technology Department in the Directorate of Internal Services, you will be responsible for Departmental project management (PMO), resource management and for leading the team with overall responsibility for financial management and portfolio management support in respect of all IT Department activities.

#### Duties

Your main responsibilities will include:

Project and resource management referential duties:

- Defining and managing the Departmental project management (PMO) handbook, recharging policy and any other relevant project management, or financial, QMS internal IT procedures;
- Defining and managing (including submitting to appropriate procurement boards, such as the Adjudication Committee) financial and project management elements of IT procurements (e.g. payment plans, gate controls, etc.);
- Preparing and performing internal project audits against Departmental project management-defined process;
- Coordinating Departmental actions in response to audit support (QMS, ESA, external).

Management and reporting duties relating to the execution of the portfolio (projects and services):

- Managing and reporting local budget, finance and contractual data, administration, and supervision of the IT Department's budgetary and financial transactions;
- Managing the PMO Gate Process (e.g.: Go/No Go preparation, business case reviews, exhaustiveness of the checklists, proposals for arbitration, proposals for allocation of contingencies);
- Controlling and tracking schedule progress, cost actuals of cross-discipline interdependencies within the IT Department;
- Administering inputs to the strategic planning process, investment plans and annual work planning processes and support to all of the budget preparation, revision exercises and related reviews;
- Managing the Multi-Year Planning and Implementation process, including initiation of quarterly budget reviews, supporting the interim closure and the End of Year operations;
- Managing the Long-Term Planning and Implementation process, including definition of long-term resource needs;
- Managing, and reporting on, the Procure to Pay process, including end-to-end procurement process implementation, cost accrual process and invoicing for industrial contracts (including validation review);
- Managing, and reporting on, the IT recharge process, and performing the alignment between costs and recharges to the directorates;
- Managing master data in multiple controlling tools (SAP, internal tools, ServiceNow);
- Performing multi-year workforce cost planning and reporting for staff, loan contractors and any other IT workforce (trainees, students, seconded experts, etc.);
- Performing loan contractors' administration tasks in coordination with HR and divisions;
- Managing, and reporting on, the workload/workforce allocation;
- Managing, and reporting on, the departmental assets (including fixed ones) and risk register;
- Managing the Departmental project management (PMO) reporting dashboard and its alignment with the reference sources.

### **Technical competencies**

Budgeting, cost control and resources and activities planning  
Project control and monitoring  
Project and risk management  
Financial control and fixed asset management  
Project management practices and frameworks  
Processes and roles within IT organisations

### **Behavioural competencies**

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

### **Education**

A Master's in a financial or economic discipline, or in business administration is required. A Master's degree in a technical discipline can be considered as an alternative when associated with demonstrated, relevant, extensive on-the-job experience.

### **Additional requirements**

You should have:

- the potential to manage individuals or a team;
- the ability to organise their activities and ensure a motivating work environment;
- strong leadership capabilities, with proven relationship management and communication skills;
- the ability to drive team performance, developing your people by encouraging learning, delegating responsibility and giving regular and constructive feedback;
- strong problem-solving skills to deal with day-to-day operational challenges, together with demonstrated planning and organisational skills;
- strong result orientation with the ability to set priorities and present practical solutions both orally and in writing;
- the ability to manage challenging situations proactively and constructively and to be customer focused;
- professional qualifications in IT and project management (these will be considered an asset);
- minimum 8 years' experience in similar roles in complex organisations, possibly supporting the executive level;
- the ability to determine effectively when to take the initiative and make independent decisions or when to escalate;
- the ability to represent the IT Department with professionalism and courtesy in communication with other parties within and outside the Department;
- strong oral and written communication skills, in English as a minimum, with the ability to maintain open communication with internal employees, managers and customers as needed;
- the ability to communicate with tact, composure and confidentiality, as appropriate, and ease when communicating and interacting with higher-ranking colleagues.

### **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](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, Lithuania 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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