

Project Controller

Job Req ID: 13904

Closing Date: 12 December 2021

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 12 November 2021

Vacancy in the Directorate of Human and Robotic Exploration Programmes.

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.

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

Location

ESTEC, Noordwijk, Netherlands

Description

Project Controller (ARTEMIS programme) in the HRE Project Control Team, Programme Management Support Group, Directorate of Human and Robotic Exploration Programmes. You will initially be assigned to the Lunar Project Control Team as project controller for one of the projects under the ARTEMIS programme (Orion-ESM and IHAB-Gateway).

ARTEMIS is an international programme aiming to return humankind to the Moon sustainably. ESA is contributing to the ARTEMIS programme by developing and building the service modules for NASA's new Orion spacecraft, as well as the IHAB and ESPRIT modules for the new international Lunar Gateway space station.

As project controller for one of the ARTEMIS projects, you will report to the Lunar Project Control Team Leader, with functional reporting to the project manager of the assigned project(s), and you will interface directly with ESA Corporate Control, Finance, Procurement and industrial contractors regarding all matters within their remits. You will provide support to the project manager(s) for all activities related to project cost, scheduling and risk, as well as project management processes and administrative functions, providing reporting to the Business Unit Controller as needed for the Directorate's internal/external reporting.

You will have key responsibility for the preparation, procurement and monitoring of complex procurements, from tendering to contract closure, and for management, financial and planning aspects. This involves multiple interfaces both inside and outside ESA, including negotiations with industrial contractors and NASA, as well as a key role in supporting project managers in programmatic decision-making.

Duties

Typical project control duties and activities will 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, finance, schedule, logistics, configuration, documentation, progress control and geographical return, as well as general project administration;

- implementing and operating planning and control procedures to provide full visibility over the progress of all activities, using established procedures and information systems; this includes maintenance of ESA's ERP system for project-related data;
- assisting in 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;
- implementing risk management procedures within the framework of the Agency-wide risk management policy, and identifying potential problem areas in those procedures, proposing mitigation actions and preparing risk reports as required;
- coordinating, with the assistance of dedicated schedule engineering support, the scheduling of the projects under your responsibility, and tracking potential implications for costs, risks, delivery dates and internal resources;
- helping organise project reviews and participating in reviews in the areas of project control related responsibilities;
- supporting the closure of industrial contracts and the financial year closure exercise;
- supporting inventory control and asset management for the assigned projects;
- participating in the establishment and maintenance of the Directorate's project control procedures and computerised information systems;
- supporting the Team Leader and the management of HRE-P as required.

Technical competencies

Good understanding of the relevant procurement regulations

Understanding of financial regulatory framework, financial accounting and auditing techniques

Understanding of space system architectures

Project management and risk management

Cost control and planning of resources and activities

Strong analytical and reporting skills

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A master's degree or equivalent qualification in engineering or business administration is required for this post.

Additional requirements

You must have previous professional experience as a controller in a project or programme, preferably in industry or an agency. 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.

You should have a solid working background in the disciplines related to the tasks described, including cost control, resource and activities planning, project management, risk management and procurement regulations. Good knowledge and/or understanding of the financial regulatory framework, financial accounting, and auditing techniques, as well as space system architectures, 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.

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, 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.