

Project Controller

Job Req ID: 14367

Closing Date: 19 January 2022

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Vacancy Type: Permanent

Date Posted: 15 December 2021

Vacancy in the Directorate of Operations.

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

ESOC, Darmstadt, Germany

Description

MOI & Third Party Project Controller in the OPS Programme & Project Control Section, Business Unit Control Office, Directorate of Operations.

The Project Controller is responsible for supporting the Project Manager(s) on all activities related to project cost, schedule, and risks as well as project management processes and administrative functions and for providing reporting to the Business Unit Controller, needed for the Directorate's internal and external reporting.

The Project Controller holds key responsibilities in the preparation, procurement and monitoring of complex procurements, from tendering to the closure of contracts, and for management, financial and planning aspects. If selected for this post, you will have multiple interfaces within and outside ESA including negotiations with industrial contractors and will play a key role in supporting the Project Manager(s) in the programmatic decision-making.

For the MOI activities, you will, among other things, actively participate in the creation of an overall cost-at-completion concept, standardised Project Management Plans, and standardised geo-return reporting.

The listed programmes/projects are the initial assignments. In the future you could be assigned to other OPS projects/programmes as a project controller.

Duties

Typical project control duties and activities 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 work-breakdown structure,

- 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 on the progress of all activities using established procedures and information systems; this includes maintenance in the ESA ERP system of project-related data;
 - supporting inventory control and asset management for the assigned projects;
 - 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;
 - supporting the closure of industrial contracts and the financial year closure exercise;
 - implementing, within the framework of the Agency-wide risk management policy, risk management procedures and identifying potential problem areas therein, proposing mitigation actions and preparing risk reports as required;
 - supporting the organisation of project reviews and participating in reviews in the areas of project control-related responsibilities;
 - providing inputs for periodic reporting to project management and Business Unit Controller;
 - supporting the Head of the Project Control section as required.

Technical competencies

Understanding of the relevant ESA/EU procurement regulations

Cost and financial regulatory framework, including accounting standards and auditing

Understanding of space system architectures

Project and risk management

Budgeting, cost control and resources and activities planning

Strong analytical and reporting skills

Expert knowledge of a SAP based ERP systems and related queries

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

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

Additional requirements

MS Office with strong skills in PIVOT / Power BI.

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 or balanced 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.

*Member States, Associate Members or Cooperating States.