

Business Controller

Job Req ID: 14321

Closing Date: 06 February 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 07 January 2022

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. We therefore welcome applications from a 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

Business controller in the Analysis Centre Control & Support Service Unit in the Business Planning, Management Support and Coordination Office, Directorate of Telecommunications and Integrated Applications.

You will be responsible for consolidating, monitoring and developing management reporting of the Directorate's resources, and will play a key role in the further digitalisation of current internal reporting. Your focus will be on human resource controlling, as you will have considerable involvement in the Manpower Frame Contract for the Directorate, and representing TIA in related Board(s).

The Directorate works in a matrix, with close cooperation between organisational units. You will ensure efficient matrix implementation from a planning, controlling and reporting perspective. Fulfilling these responsibilities involves multiple interfaces in the TIA Directorate, including with (senior) management and other corporate entities, such as the Directorate of Commercialisation, Industry & Procurement and Directorate of Internal Services, and with external suppliers.

Generally you will support the Business Planning, Management Support and Coordination Office in the execution of its tasks.

Duties

In this role, you will report to the Head of the Analysis Centre Control & Support Service Unit and closely cooperate with stakeholders inside and outside the BUC office. Close, efficient collaboration with team members in the office and other stakeholders is essential in this function.

Your responsibilities will include the following:

- Proactively contributing to the planning, control and analysis of the needs and utilisation of the Directorate's workforce - including staff, contractors and functional support -, providing input for periodic KPI-driven reporting to Directorate management, corporate functions and delegate bodies, and supporting E2E implementation of the TIA internal matrix structure;
- Maintaining TIA workforce capability analysis, supporting timely succession planning and talent acquisition initiatives as relevant;
- Efficiently and effectively coordinating, monitoring and controlling support manpower contracts, functional support and manpower SLAs in TIA;
- Ensuring correct and timely booking of person years and allocation of cost and the coherence and quality of the related data.

Technical competencies

Experience with the control and monitoring of Human Resource and of support manpower procurement

Experience with planning and controlling

Experience with designing dashboards and defining KPI's

Knowledge of ESA's cost and financial regulatory framework

Knowledge of change management

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A master's degree in business administration, computer science, engineering or equivalent qualification is required.

Additional requirements

- Enthusiasm about new technological developments;
- Readiness to deliver timely and sound results;
- Structured thinking and ability to think outside the box.

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.

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.