

# EUROPEAN SPACE AGENCY

## Contracts Officer(s) (Netherlands, Italy and France)

**Job Req ID:** 14950

**Closing Date:** 11 March 2022

**Publication:** External Only

**Vacancy Type:** Fixed-Term

**Date Posted:** 11 February 2022

Vacancy in the Directorate of Commercialisation, Industry and Procurement.

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

#### Contracts Officer(s) (Netherlands, Italy and France)

This is a non-renewable post for several opportunities, for a limited duration of 4 years and is classified A2-A4 on the Coordinated Organisations' salary scale.

These opportunities are for the specific needs of a National Project, subject to the approval of ESA's Governing Bodies. **Accordingly, selected external candidates for these posts will continue to be considered external candidates for the purpose of any future applications at the Agency.**

### Location

ESTEC, Noordwijk, Netherlands or ESRIN, Frascati, Italy or ESA HQ, Paris, France

### Description

Contracts Officers belong to the Procurement and EU Administration Department in the Directorate of Commercialisation, Industry and Procurement.

Opportunities will likely be in the following Services: Earth Observation, Launchers and EU (including Galileo).

As an ESA Contracts Officer, you would have the crucial role to support the Project/Programme Managers in carrying out all procurement and contractual aspects of ESA projects for satellite or launcher development contracts. You would also have the responsibility to ensure that the procurement activities are executed in compliance with the legal and industrial policy requirements as set out in ESA's Procurement Regulations. You are considered as part of the team of the relevant project you are advising, but with an independent hierarchical reporting line to the relevant Head of Procurement Service. This secures the appropriate level of independence to ensure impartiality, transparency, and compliance of the procurement/tendering and contracting process.

### Duties

Your duties will include implementing key aspects of ESA's (project specific) procurement strategies in full compliance with ESA's Procurement Regulations, focusing on the following

- Full compliance of all procurement activities assigned to you adhering to ESA's rules, regulations, policies, and strategies; effectively implementing internal control, proper design and functioning of a client-oriented procurement/tendering and contracting process;
- Timely and efficient preparation of the various elements of the relevant procurement ar

Invitation to Tender, ensuring proposals are duly received, evaluating them and negotiating contract conditions with the selected contractors;

- Promoting the awareness and understanding of ESA's procurement/ tendering and contracting processes to the relevant stakeholders;
- Monitoring the performance of the contracts including the negotiation of all amendments;
- Dealing effectively with all administrative, contractual, legal, and industrial issues arising involving regular and direct interaction with the industrial counterparts;
- Building a trusting and value-added relationship with the Project Managers/Technical Officers and their respective teams, advising them on all procurement-related matters.

### **Technical competencies**

Good knowledge and experience in contract, procurement or international business law gained in either industry or public administration

Good understanding of intellectual property issues

Experience in tendering and contracting processes

Ability to critically assess technical tender documentation and to draft tailored contract conditions

Knowledge of the European and/or international business sector (institutional, commercial and/or industrial), preferably in the space sector

Good understanding of economic and financial aspects of contracts

Negotiation skills

### **Behavioural competencies**

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

### **Education**

A Master's degree in law, economics or business school is required.

Good academic knowledge in contract law, procurement law and/or international business law is also considered important.

### **Additional requirements**

- Excellent communication skills, both verbal and written;
- Customer focused with a sound judgement in solving problems;
- Discretion and integrity is paramount;
- Ability to interact with multiple international actors and to work collaboratively in a team achieve organisational goals;
- Operational efficiency including excellent planning and organisation skills and the ability to efficiently handle several tasks in parallel;
- Open to change and flexible in a fast-paced environment; ability to reflect on experience and adapt your approach accordingly;
- Consistent performance, even under pressure;
- Ability to grasp new and large/complex concepts quickly;
- Ability to understand and formulate contractual/legal texts in both French and English
- Ability to understand issues of a technical and management nature
- Mastering of Microsoft Office tools (Word & PowerPoint)

### **Other information**

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 at [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, United Kingdom and Canada, Latvia, Lithuania and Slovenia.

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 no or no experience, the position may be filled at A1 level.

\*Member States, Associate Members or Cooperating States.