

Head of the Navigation Programme Management Support Office

Job Req ID: 15205

Closing Date: 06 May 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 08 April 2022

Vacancy in the Directorate of Navigation.

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 A5 on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, Netherlands

Description

The Head of the Programme Management Support Office reports to the Director of Navigation and, in close coordination with the Directorate's Department Heads, performs a cross-cutting role within the Directorate and provides project managers with dedicated support in relation to the management support activities concerned with project control, configuration and data management (CADM), financial and cost control and administration.

Duties

- provision of central programme management support function in charge of consolidating planning, cost, technical performance, risk and policies (including Directorate KPIs);
- provision of dedicated project management support reporting functionally to the Directorate's project managers, covering schedule, budget, resources, performance, CADM, risk management and industrial project control;
- preparing, implementing, maintaining and improving the Quality Management System in connection with the activities managed by the Directorate, in coordination with TEC Q;
- preparing and maintaining common NAV methods, procedures and tools for cost, schedule, risk and configuration management;
- manpower and workforce planning and accounting, management of contractor frame contracts;
- corporate level reporting, corporate multi-year planning, manpower profiles, including in-year reporting, georeturn statistics and reconciliation, ESA-wide risk management reporting and inputs to the dashboards;
- inputs to ESA LTP and QRC, maintenance of overall LTPs and CACs;

- managing the interface with the ESA informatics support and information technology services, the Facility Management services and all other corporate entities; providing support to the Directorate through the establishment of dedicated SLAs (TEC, OPS, IPL, IT, Facility Management) including definition, implementation and follow-up; preparing and implementing NAV IT activities, and participating in corporate-level boards and initiatives (e.g. IGB);
- supporting programme managers with respect to the interface with the EC Joint Office and ESA staff regarding all PMSO matters;
- financial and management audits (DG-A, ESA Audit Commission, EC DG-Grow annual financial audit, European Court of Auditors, ad hoc). Performing ESA asset management for the Directorate;
- drawing up, maintaining and reporting on KPIs for NAV, in close coordination with the local project-specific PMSO offices;
- monitoring and reporting on overall D/NAV risks and risk mitigation.

You will also be the Navigation BUC/Senior Financial Controller.

Technical competencies

Knowledge of the ESA institutional framework, policies and programmes

Knowledge of applicable cost and financial regulatory framework, including accounting standards and auditing

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

Budgeting, cost control, resources and activities planning and related reporting

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, science or business administration is required.

Additional requirements

A good knowledge of ESA, EC and GSA processes and working methods is an asset.

You should also 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 your team's 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;
- A strong results 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.

People management experience is an asset, as is international experience, i.e. outside your home country, as well as experience in diverse functional areas relevant to ESA activities.

Other Information

For behavioural competencies expected from ESA staff in general, please refer to the [ESA Competency Framework](#).

For further information please visit: [Professionals](#), [What we offer](#) and [FAQ](#)

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 at 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 conducted by an external background screening service.

*Member States, Associate Members or Cooperating States.

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