

Head of the Procurement Department

Job Req ID: 14723

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Vacancy Type: Permanent

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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 A6 on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, Netherlands, or ESA Headquarters, Paris, France

Description

Head of the Procurement Department in the Directorate of Commercialisation, Industry and Procurement.

Duties

You will report to the Director of Commercialisation, Industry and Procurement and will be responsible for:

- defining and ensuring the coherent implementation of the Agency's overall procurement framework, i.e. its procurement policies, methods and procedures and the procurement rules, the latter in close cooperation with the Legal Services Department;
- defining and maintaining the necessary processes and requirements for tools, and designing new procurement and contract tools as required for ESA's emerging priorities, in particular commercialisation and ESA support for the development of a European 'NewSpace' ecosystem;
- conducting, in cooperation with the initiating Directorate, procurement negotiations and administration for all ESA procurements, and implementing measures to streamline time-to-contract with a view to further improving ESA efficiency;
- preparing and implementing procurement for ESA programmes and activities, including contracts with external customers (third-party activities) for use of ESA services and facilities;
- ensuring implementation of the Agency's industrial policy through its procurement activities, in close cooperation with the Industrial Policy and Auditing Department and the initiating Directorates, and supporting the proactive management of the Agency's geographical return objectives and of specific industrial policy measures and projects;
- establishing and maintaining ongoing dialogue on procurement matters with industry, academic institutions and relevant industrial associations such as Eurospace;
- contributing to the decision-making process of the Agency's internal bodies and to the preparation of corresponding documents for all procurement-related matters;
- coordinating procurement policies with Member States and external bodies such as the European Union and contributing, in coordination with the Legal Services Department, to the negotiation and/or amendment of new and existing Delegation Agreements between ESA and the European Commission;
- contributing, in close coordination with the Finance Department, to:
 - the cash disbursement analysis and planning for major contracts;

- the definition and implementation of measures to optimise payments and increase the quality of accounting data, including the approval process and organisational aspects.

Technical competencies

Knowledge of the ESA institutional framework, policies and/or programmes (technology, science, launchers, manned space and/or applications)

Knowledge of the European space industry

Substantial experience in managing procurement in industry or in an intergovernmental organisation

Proven experience in international negotiations

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

You should have a master's degree in law or economics.

Additional requirements

As a general requirement for any position at managerial level within ESA, you are expected to have:

- proven experience of leading, motivating and developing a team;
- the ability to provide strategic direction to the individuals and teams within the Department and relate team objectives to the overall, evolving organisational goals and context;
- the ability to drive performance and foster cooperation within and across teams throughout the organisation;
- demonstrated excellent leadership, relationship management and communication skills, both oral and written;
- a proven track record in representing the Agency's interests vis-à-vis external interfaces;
- excellent cognitive, analytical, delegation, planning and organisational skills;
- the ability to anticipate problems, solve complex issues, work out innovative and creative solutions, and relate situations to their context;
- the ability to reach solution-oriented, pragmatic and timely decisions of a high standard and integrity as well as to support others (team members, upper management, other stakeholders) in this process.

Previous experience of managing managers and multiple teams, as well as experience outside your home country and in diverse functional areas relevant to ESA's activities, is 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.

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem solving and decision-making exercises.

At the Agency we value diversity and welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support in the workplace. The Human Resources Department can also assist 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.

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.