

Senior Technical and Programmatic Project Assessment Lead Officer

Job Req ID: 15212

Closing Date: 16 June 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 19 May 2022

Vacancy in the Director General's Services.

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

ESTEC, Noordwijk, Netherlands

Description

Senior Technical and Programmatic Project Assessment Lead Officer in the Technical and Programmatic Project Assessment Office, Inspector General's Office, Director General's Services.

You will be in charge of organising, conducting and participating in a wide range of independent assessment reviews of ESA activities to support the relevant Directorates or as requested by the Inspector General (DG-I).

Duties

You will report to the Head of the Technical and Programmatic Project Assessment Office and will be responsible for:

- organising and conducting Resource Assessment (RA) reviews by performing thorough independent appraisals of project resources (schedule, cost, manpower) and risks with identification of the key risk drivers, their overall impact on the baseline and relevant mitigation actions;
- producing Project Resource Assessment reports, in particular regarding programmatic aspects, identifying risk mitigation options and proposing recommendations to help the project achieve its objectives;
- contributing to maintaining and ensuring the evolution of the Office's processes (Resource Assessment and Integrated Project Reviews), methods, procedures, and tools, improving knowledge and competences on the assessment of project resources and related risks;
- reviewing and promoting project management best practices across the Agency to ensure adherence to the principle of efficiency and economy and maintain and improve competences on the assessment of project resources and related risks;
- providing support to the Head of Office, in coordination with the responsible Directorate, for the timely production/updating of Project Plans, ensuring the completeness and quality of the required information in line with the policy in force;
- providing support to the Head of Office in organising and conducting Integrated Project Reviews (IPRev) in close collaboration with the responsible Directorates;

- providing support to the Inspector General and Head of Office in organising and undertaking ad hoc assessments, key-point reviews, enquiry boards, and rapid cross-Agency response to mission-critical issues.

You will also support all other tasks within the remit of DG-I office, including participation in critical project reviews as requested by management.

Technical competencies

Knowledge of space projects

Knowledge of project risk management

Knowledge of space projects costs and schedule aspects

Knowledge of ESA and missions/spacecraft development, AIT, verification and procurement processes and standards

Knowledge of ESA reviews objectives and processes

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A master's degree in engineering is required for this post.

Additional requirements

Sound knowledge of all the programmatic aspects of space projects, with several years' experience in a project environment.

Experience acquired through participation in major independent space system programme/project appraisals.

The following will be considered an asset:

- Experience in space project management;
- Knowledge of spacecraft system engineering.

In discharging your duties, you will liaise closely with ESA Project/Programme Teams and technical experts in various engineering, cost and schedule disciplines. You therefore need to demonstrate technical, management and coordination abilities and communication and interpersonal skills.

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 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 conducted by an external background screening service.

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.