

Project Controller

Job Req ID: 15563

Closing Date: 01 July 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 03 June 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 A2-A4 on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, Netherlands

Description

You will report to the Head of the Navigation Programme Management Support Office with a functional reporting line to the Project Manager(s) of the assigned project(s) and direct interface with ESA corporate control, finance, and procurement, and with the industrial contractors for all matters in their domain of activities.

You will initially be assigned to the NAVISP programme.

You will be responsible for supporting the Project Manager(s) on all activities related to project cost, schedule and risks as well as project management processes and administrative functions and for providing reporting to the Business Unit Controller, as required for the Directorate's internal and external reporting.

You will hold key responsibilities in the preparation, carrying out and monitoring of complex procurements, from tendering to the closure of contracts, and for management, financial and planning aspects. You will have multiple interfaces within and outside ESA including negotiations with industrial contractors and will play a key role in supporting the Project Manager(s) in the programmatic decision-making.

Duties

Typical project control duties and activities include:

- preparing, developing and maintaining the overall programmatic aspects of the project. The programmatic aspects include work breakdown structure, cost, finance, schedule, logistics, configuration, documentation, progress control and geographical return as well as general project administration;
- implementing and operating planning and control procedures to provide full visibility over the progress of all activities using established procedures and information systems; this includes maintenance in the NAV Tools of project-related data;
- supporting inventory control and asset management for the assigned projects;
- assisting in the preparation of tender documents with respect to cost, management and schedule/planning requirements and participating in the evaluation of proposals; preparing information

required for subsequent contract negotiations and participating in all tasks related to the placing of contracts, including negotiations with industry;

- supporting the closure of industrial contracts and the financial year closure exercise;
- implementing, within the framework of the Agency-wide risk management policy, risk management procedures and identifying potential problem areas therein, proposing mitigation actions and preparing risk reports as required;
- providing inputs for periodic reporting to project management and business unit controller.

Specific duties:

- Providing support to the NAVISP programme manager for schedule, cost, payments controlling activities and progress with respect to plans through the review of progress reports, participation in industrial meetings and follow-up of the contract action items registry;
- Contributing to the central BUC functions for the multi-year planning, financial closure, assets management, reporting, timesheet follow-up, resources planning and management and any ad-hoc actions in support of directorate and corporate activities.

Technical competencies

Understanding of the relevant ESA procurement regulations

Cost and financial regulatory framework, including accounting standards and auditing

Understanding of space system architectures

Project and risk management

Budgeting, cost control and resources and activities planning

Strong analytical and reporting skills

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 or business administration is required.

Additional requirements

You have previous professional experience as a controller in a project or programme preferably at agency or industry level. Experience in another function in finance, controlling and auditing will be considered a key asset. Some knowledge and/or understanding of space systems architecture will also be considered an asset.

Substantial experience is essential in the application of project management and project control principles and advanced project control techniques, as well as in the preparation, negotiation and implementation of major industrial procurements. Engineering experience in a project or programme will be considered an asset.

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.