

## Head of the Project Control and Management Support Office

**Job Req ID:** 15708

**Closing Date:** 05 July 2022

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 07 June 2022

Vacancy in the Directorate of Earth Observation Programmes.

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

ESRIN, Frascati, Italy

### Description

Head of the Project Control and Management Support Office for EOP-S (Science, Applications and Climate Department) and for EOP-F (Future Missions and Architecture Department), Earth Observation Business Unit Controlling Office, Directorate of Earth Observation Programmes

### Duties

The Head of the Project Control and Management Support Office is responsible for the uniform and effective implementation of the EOP-S and EOP-F Department's overall resources planning and controlling; if selected for this position, you will ensure efficient working processes in the area of project control, maintain the high quality of deliverables and contribute to the Directorate's further digital transformation, mainly in terms of automating reporting, dashboards and KPI control; you will work closely and cooperate with the Heads of Department and, hierarchically, report to the Head of the Earth Observation Business Unit and Controlling Office.

The main duties consist in:

- providing management support to EOP-S and EOP-F Departments activities;
- planning, implementing and controlling all these Departments' activities to provide full visibility on all programmes, while ensuring compliance with ESA requirements for management reporting on cost, cash, schedule, industrial return, staff and contractor workforce including managing the associated risks;
- compiling and updating the Cost Plan of the Departments, managing the financial interface with the other EOP departments and other directorates (e.g. HIF, CIP);
- maintaining the multi-year Procurement Plans for all EOP-S and EOP-F programmes including the related geo-return statistics;
- preparing the Department's in-year and multi-year financial and manpower planning, conducting the related scrutiny within the Department, alerting management to any

- inconsistencies between execution, agreed baseline plans and KPIs;
- preparing monthly/quarterly reports to management teams;
  - maintaining financial management dashboards and KPIs at Department level;
  - supervising the complete procurement process, from Shopping Cart creation, preparation of tender documents, participation in Tender Evaluation Boards, supporting negotiations in large contracts, CCNs, and implementation in esa-p;
  - representing the Department and the BUC Office in ESA working groups, as required, and supporting Directorate level controlling activities, as required;
  - participating in the definition of efficient processes, methods and tools, with particular emphasis on continuous improvement;
  - leading your team to the necessary level of competence to enable it to proactively provide information to managers, based on appropriate data analysis, to support timely, sound decision-making, doing this by setting objectives and evaluating results, ensuring constructive feedback and establishing actions for enhancements, as required;
  - taking responsibility for delivering timely, high-quality team results, by providing direction in line with Directorate objectives, and anticipating, planning and assigning areas of responsibility for the team.

### **Technical competencies**

Budgeting and cost control

Project and risk management

In-year and multi-year financial planning, geo-return control, management reporting

In depth knowledge of cost, cash, resources and activities planning and control

Experience in procurement preparation, selection, negotiation, implementation and audits

Knowledge of ESA's cost and financial regulatory framework

Knowledge of change management

### **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 for this post.

### **Additional requirements**

You should have:

- extensive experience in programme and project controlling including risk management;
- the potential to manage individuals or a team in a project;
- 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 result 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 email [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, 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.