

## Project Controller

**Job Req ID:** 15564

**Closing Date:** 08 July 2022

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 10 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 Galileo First Generation Project Management Support Office with a functional reporting line to the Project Manager(s) of the assigned project(s) and have a direct interface with ESA corporate control, finance, and procurement, and with the industrial contractors for all matters in their domain of activities.

You will be assigned initially to a particular project.

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

### Duties

Duties and activities include:

- preparing, developing and maintaining the overall programmatic aspects of the project/missions, including space segment, payload, launch, ground segment and Agency-provided services. The programmatic aspects include work-breakdown structure, cost, finance, schedule, logistics, configuration, documentation, progress control and geographical return as well as general project administration;
- 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;

- contributing to preparing preliminary change implementation proposals in response to EC and/or EUSPA change requests for agreements in place; as well as to the procurement work plans;
- interfacing with industry, EC, EUSPA and security accreditation bodies on financial, programmatic and schedule control matters;
- 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;
- supporting the organisation of project reviews and participating in reviews in the areas of project control-related responsibilities;
- ensuring industry compliance with established formal requirements for management, costs, schedule and risk-reporting;
- coordinating the configuration management function that provides support for the establishment and maintenance of the Project's technical and programmatic baselines;
- contributing to preparation and analysis of internal/external status reports and plans, to maintaining the Galileo System design, development and validation plan, to detailed Galileo work schedules for industry and EC/GSA, plus other schedules or customer-undertaking documents assisting the definition and implementation of planning and control procedures, to providing visibility overall Project-related activities;
- providing inputs for periodic reporting to project management and business unit controller.
- supporting the closure of industrial contracts and the financial year closure exercise;
- implementing and operating planning and control procedures to provide full visibility on the progress of all activities using established procedures and information systems; this includes maintenance in the ESA ERP system of project-related data;
- supporting inventory control and asset management for the assigned projects;

### **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 is required.

### **Additional requirements**

You will 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 be also 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.

You must be eligible for security clearance by your national security administration.

### **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.