

Programme Management Support Officer

Job Req ID: 15802

Closing Date: 13 July 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 22 June 2022

Vacancy in the Directorate of Human and Robotic Exploration 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

ESTEC, Noordwijk, Netherlands

Description

Programme Management Support Officer in the Programme Management Support Group, Directorate of Human and Robotic Exploration Programmes. The Programme Management Support Group is responsible for assisting the Project, Programme and Directorate Management team in operational aspects such as resource planning and control (financial, industrial, workforce, schedule) as well as providing other support functions. The European Exploration Envelope Programme (now named Terrae Novae), consolidates ESA's exploration activities around the destinations Low-Earth Orbit, Beyond LEO, Moon and Mars. These include building the European Service Modules (ESMs) for the Orion crew vehicles, providing major building blocks of the Lunar Gateway, and being NASA's partner for the first Mars Sample Return (MSR) mission.

Duties

Working under the authority of the Programme Management Support Group Leader and in support of the Terrae Novae Programme Management, as Programme Management Support Officer you will be responsible for the overall consolidation of the planning, monitoring, and controlling of data and related processes for the Terrae Novae Programme and other activities assigned to you.

In this function you will support the Directorate Management Team in their decision making through the use of detailed knowledge and professional analytical skills.

Your duties will include - but are not limited to – the following:

- Supporting the drafting and presentation of programmatic documents linked to the preparation and implementation of the successive Terrae Novae periods, e.g. Programme Proposals, Programme Declarations, Implementation Plans, Work Plans;
- Writing internal management reports and contributing to the writing of other Programme Board documents;
- Preparing, consolidating and maintaining short-, medium- and long-term plans for Programme-related activities, as well as related schedules, financial plans, workforce plans, procurement plans, support plans, etc.;

- Providing programme level cost-at-completion calculation and evaluation;
- Budgeting and managing the allocation of Programme funds to Projects including the management of the Programme Contingency;
- Elaborating, together with Programme/Project managers and Programme/Project Controllers, corrective measures in response to deviations from plans and supporting Programme risk management;
- Supporting the Directorate in aspects of industrial policy including geographical return reporting and forecasting;
- Contributing to and participating in relevant bilateral meetings with national delegations and industry;
- Preparing Programmes for closure.

You will work in close collaboration with the Project Control Teams and with the Cost Centre Control and Support Services Team so as to ensure the coherence of data and provide consolidated, harmonised inputs to upper management for all the duties mentioned above.

As Programme Management Support Officer, you will also work in close collaboration with the Coordination Office Team and will follow proceedings with the relevant external/internal bodies.

Technical competencies

Knowledge of the ESA institutional framework, policies and programmes

Understanding of the relevant ESA procurement regulations

Project risk management

Budgeting, cost control and resources and activities planning

Strong analytical and reporting skills

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

A Master's degree in engineering, business administration, finance or similar is required.

Additional requirements

Excellent communication (oral and written), ambassadorship and political savviness.

Proven relationship management skills and the ability to interface with stakeholders at all levels in an organisation.

Familiarity with Space Exploration Programmes, related policies and governing bodies is 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.