

## Contracts Officer

**Job Req ID:** 15705

**Closing Date:** 26 July 2022

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 21 June 2022

Vacancy in the Directorate of Commercialisation, Industry and Procurement.

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

ESA Headquarters, Paris, France

### Description

We have an opportunity open for a Contracts Officer in the Procurement and EU Administration Department in the Directorate of Commercialisation, Industry and Procurement. The Procurement Department is responsible for all procurement-related aspects, including Invitations to Tender (ITTs), Requests for Quotation (RFQs), Contracts and Purchase Orders in line with the Agency's industrial policy.

This opportunity will be in the Launchers Procurement Service in the Launchers and HQ Procurement Division. This service is responsible for space transportation system developments and future launcher preparatory activities.

As a Contracts Officer you will be responsible for contract management preparation and implementation up to closure. You will have the responsibility to ensure that the procurement activities are executed in compliance with the legal and industrial policy requirements as set out in ESA's Procurement Regulations. You will support and advise the Technical Officers and Project/Programme Managers you will be assigned to. While you are considered part of this team, you have an independent hierarchical reporting line to the Head of Service in procurement. This secures the appropriate level of independence in terms of impartiality, transparency, and compliance with the procurement/tendering and contracting processes.

### Duties

Your duties will include:

- Full compliance of all procurement activities assigned to you with ESA's rules, regulations, policies, and strategies; effectively implementing internal control, proper design and functioning of a client-oriented procurement/tendering and contracting process;
- Timely and efficient preparation of the various elements of the procurement and contract documentation;
- Providing guidelines which apply the relevant and up-to-date legal and industrial policy measures throughout the procurement/tendering and contracting process;
- Organising and coordinating all stages of procurement, including the issuing of the Invitations to Tender, ensuring proposals are received and admissible, evaluating them

- and negotiating the resulting contract with the selected contractor(s);
- Promoting the awareness and understanding of ESA's procurement/ tendering and contracting processes to the relevant stakeholders;
- Monitoring the performance of the contracts including the negotiation of all amendments;
- Dealing with all administrative, contractual, legal, and industrial issues arising, involving regular and direct interaction with the industrial counterparts;
- Building a trusting relationship with the Project Managers/Technical Officers and their respective teams, advising them on all procurement-related matters.

### **Technical competencies**

Knowledge of the procurement environment in which an international organisation like ESA operates  
 Knowledge of the ESA institutional framework, policies and programmes

Mastering the analysis, drafting and presentation of complex contracts

Knowledge of the ESA institutional framework, and of the European and international space sector (institutional, commercial and/or industrial)

Knowledge of cost structures and financial processes including price types applied in ESA contracts  
 Negotiation skills

### **Behavioural competencies**

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

### **Education**

A master's degree preferably in law, economics or from a business school is required.

### **Additional requirements**

- Excellent communication skills, both verbal and written;
- Customer-focused with a sound judgement in solving problems pragmatically;
- Discretion and integrity are paramount;
- Ability to interact with multiple international actors and to work in a team;
- Operational efficiency including excellent planning and organisational skills;
- Open to change in a fast-paced environment;
- Consistent performance, even under pressure;
- Ability to grasp new and complex concepts quickly;
- Ability to understand and formulate contractual/legal texts
- Ability to assimilate issues of a technical and management nature
- Mastering of Microsoft Office tools (Word, Excel & PowerPoint)

At least 5 years' professional experience in a public administration, international organisation or private firm.

### **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.