

## **EUROPEAN SPACE AGENCY**

### **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. Applications from women are encouraged

#### **POST**

Junior Business Controller in the Earth Observation Business Unit Controlling Office, Directorate of Earth Observation Programmes.

This position is classified in the A2–A4 grade band on the Coordinated Organisations' salary scale. Depending on the incumbent's experience, the post may be filled at A1 grade.

This position forms part of ESA's Advance Recruitment Scheme which is established to provide appropriate staffing resources when requirements materialise. Appointments are therefore made for an initial duration of two years after which the selected candidate may be appointed to a permanent post at the Agency.

#### **LOCATION**

ESRIN, Frascati, (Italy).

#### **DUTIES**

The postholder will report to the Head of the Earth Observation Business Unit Controlling Office, which is responsible for performing the controlling function within the Directorate.

Main duties will include:

- supporting the consolidation, maintenance, monitoring and reporting on Directorate – Business Unit – resource and activity planning over the short/medium/long term and associated business management and controlling processes;
- supporting the preparation, maintenance and monitoring of annual cost plans and related schedules, workforce, procurement and cash disbursement plans in close coordination with Directorate project controllers and the corporate controlling team;
- supporting the preparation and maintenance of Directorate and programme-level internal and external reporting, e.g. Programme Boards and the European Commission, on Copernicus;
- contributing to the preparation, maintenance and improvement of the Directorate's internal reporting, with special focus on efficient preparation, involving multiple system sources, and presentation;
- preparing, consolidating and maintaining regular reporting on end-of-month/end-of-year closures, identifying and reporting on trends and deviations;
- performing administrative and controlling tasks directly related to the Office.

## QUALIFICATIONS

Applicants for this position should have a Master's degree or equivalent qualification in engineering, business administration or a related discipline, with a strong background and experience in controlling. Sound knowledge of management and controlling-related information systems including Microsoft Office Suite is required. Familiarity and experience with SAP, plus sound knowledge of financial and cost accounting processes, will be definite advantages.

The position requires good analytical, planning and organisational skills and a good head for figures. Required behavioural competencies include:

- good interpersonal and communication skills, with the ability to work effectively and cooperatively in a diverse and international environment;
- the ability to solve problems and define and implement solutions in line with Office and Directorate objectives;
- proven organisational and planning skills;
- a demonstrated flexible, yet results-oriented approach.

For behavioural competencies expected from ESA staff in general, please refer to the [ESA Competency Framework](#).

The working languages of the Agency are English and French. A good knowledge of one of these is required together with a working knowledge of the other. Knowledge of another Member State language would be an asset.

## CLOSING DATE

The closing date for applications is **18 April 2017**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply online should submit their CV to Human Resources Service, ESA-ESRIN, Via Galileo Galilei, 00044 Frascati, Italy.

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2ESRIN](#).

The Agency may require applicants to undergo selection tests.

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto: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, Slovenia, Spain, Sweden, Switzerland, the United Kingdom and Canada.**

**Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.**

**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.**