

VACANCY NOTICE

Project Controller

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member and Cooperating States in Europe, as well as other users worldwide.

From 2016 onwards, EUMETSAT will also operate Copernicus Sentinel missions on behalf of the European Union and provide data and support services to the Copernicus marine, atmospheric composition and climate change monitoring information services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

EUMETSAT is now inviting well qualified candidates from its Member States to apply for the following post:

POST: Project Controller

LOCATION: Darmstadt, Germany

**DURATION
OF INITIAL
CONTRACT:**

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63, and there are certainly opportunities to establish a long career perspective at EUMETSAT.

BACKGROUND: The holder of this post provides integrated functional support from the Process Assurance and Management Support (PRS) division to the Low Earth Orbit Programme (LEO) Division, for Project Planning and Control activities of the EUMETSAT Polar System Second Generation (EPS-SG) Programme, including cost, budget and schedule control, and human resource and financial planning.

DUTIES:

The main duties of the post are as follows:

- Support to EPS-SG Programme Management, for establishing and maintaining programme breakdown structures (organisational structure, work and cost breakdown structures);
- Schedule management and coordination, in terms of:
 - Establishing and maintaining programme schedules and related indicators;
 - Maintaining the status of the milestone payment plan, including the computation and control of escalation.
- Supporting procurements from preparation to contract negotiations;
- Cost control and management coordination:
 - Processing of invoices and financial call-ups, including their registration in a dedicated database, and the follow up of their approval process based on the EUMETSAT ERP system (SAP);
 - Providing monthly cost reports with relevant indicators;
 - Controlling the annual budget implementation status;
- Contributing to programme schedule reporting, risk management, action items database maintenance and related reporting;
- Coordination of financial activities, in terms of:
 - Preparation for and contributing to financial bilateral meetings with programme partner organisations, i.e. ESA, CNES, DLR, and NOAA, based on sustained interactions with the Project control teams of these organisations;
 - Interaction with the Finance Division for the timely consolidation and exchange of financial data to support the financial cycles of EUMETSAT;
 - Preparing inputs for EUMETSAT budget, human resource and financial planning processes, including creation of forms and charts;
- Attending co-ordination meetings with other EUMETSAT Divisions or Departments.

QUALIFICATIONS:

- University degree or equivalent.

SKILLS AND EXPERIENCE:

- Proven experience of project control or financial disciplines;
- Familiarity with contract/purchase order handling and budget management;
- Experience in commitment and invoice handling;
- Experience in the operation of Enterprise Resource Programme (ERP) systems, preferably SAP;
- Proficiency in the use of PC software packages (MS Office tools);
- The post holder should be a service-oriented team player with the ability to plan and organise their work independently and without supervision.

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English or French, and have a good working knowledge of the other language.

CLOSING DATE: 16 September 2015

Interviews are tentatively scheduled for week 44/2015.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(15)25 at

www.eumetsat.int

This post is graded A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,284 per month (net of internal tax) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT. EUMETSAT does not operate a nationality quota system but, in recruiting Staff members, the geographical distribution will be taken into account.