VN 25/39 Contracts Officer (Closed)

The Contracts Division provides contractual and commercial expertise across the organisation and ensures that best value for money is achieved by an efficient procurement process. The Division performs checks and balances to ensure compliance with the EUMETSAT procurement rules, ensures that procurements are timely and well managed, negotiates and signs contracts and subsequently performs contract management, including contract amendments (Riders) and exercising options, contract performance reviews and remedies, and ensuring contracts are finally completed and closed.

The Division is responsible for all procurements within the organisation in relation to all activities for programmes, operations, technical support and administration. This relates to a number of mandatory programmes managed by EUMETSAT as well as specified programmes in support of the European Commission, with values ranging between 100K EUR and multi-million EUR, mostly under a competitive tendering approach. The procurements include programme and mission related assets, including related industrial support services, as well of skills-based and product-based service contracts, external consultancy services, technical and scientific studies, general supplies, and site services.

Duties

- Implement procurements of services, consultancies, general supplies and studies in various contractual settings (e.g. frame contracts, goods, services and works contracts) in line with the EUMETSAT Procurement Procedures, including:
    - Autonomous drafting of tender documentation, ensuring consistency
- Contributing to the evaluation of contractors' performance in close cooperation with the internal customer;
- Accumulating and maintaining information on possible providers of different types of supplies and services, in order to have an understanding of the market and to inform technical managers about methods and sources of procurement;

LOCATION
Darmstadt, Germany

QUALIFICATIONS
University degree or equivalent in law, economics or business studies or professional qualification at degree level in procurement.

LANGUAGES
Candidates must be able to work effectively in English and have some knowledge of French.

DEADLINE
25 August 2025

between technical and contractual documents and evaluating the received offers as part of multi-disciplinary Tender Evaluation Boards;
  - Negotiating and finalizing contracts;
  - Ensuring compliance with the procurement, financial and contractual rules and procedures of EUMETSAT;
- Monitoring the purchase requisitions and generating purchase orders in SAP;
- Commercial management of contracts in their execution phase, which involves liaising with suppliers and technical managers;
- Accumulating and maintaining records for reporting purposes by entering and retrieving procurement data from SAP;
- Providing support to the Divisional management and working constructively with other members of the Contracts Division including the possibility to support or undertake tasks or procurements outside own area of responsibility, as required.

Skills and Experience

- At least 5 years' experience in the procurement of supplies or complex services, and in the negotiation and commercial management of contracts, supporting the development and operations of complex high technology systems, preferably in the frame of international or national public procurement;
- Proven experience in drafting tender and contractual documentation independently;
- Ability to understand complex technical and legal issues and to formulate clear legal texts;
- Considerable experience in drafting and negotiating legal provisions and dealing with contractual matters, preferably in the frame of international or national public procurement;
- Proven negotiation skills;
- Experience of the Materials Management module of an ERP System (ideally SAP);
- Excellent interpersonal and communication skills with ability to work independently but also within both a functional (Contracts/Procurement) and multifunctional (Project/Programme) team;
- Experience in a multi-lingual environment is desirable;
- Proven experience in the use of MS Office, particularly MS Word.

Employment Conditions

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.
This post is graded A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 7,340 per month (net of internal tax but excluding pension contribution and insurances) 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.

About EUMETSAT

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 States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric 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.)

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