

VN 23/48 Project Controller (Closed)

The VN is closed. We do not accept further applications for this role.

The EUMETSAT Process Assurance and Management Support (PRS) division provides management support services to the EUMETSAT Programmes and Projects.

Located in the Project Planning and Control Competence Area (PPC CA) within PRS the successful candidate will support project control services to the GEO (Geostationary Programmes) Division together with the Lead Project Controller. Activities will focus on budget preparation, cost and budget control, human resources and financial planning and reporting for the Meteosat Third Generation (MTG) Programme, which are crucial for management in taking strategic decisions.

The GEO division is responsible for the development of the Meteosat Third Generation (MTG). The MTG system is one of the most innovative weather satellite systems ever built. The first satellite of the series of six satellites was launched successfully in December 2023. This will be followed by the launch of two further satellites in the near future.

Duties

- Support the Programme budget execution and perform related cost control activities, including invoice control and support to procurement actions;
- Monitor and control the budget implementation status in order to anticipate any major deviations and prepare for the year-end closure process;
- Support the preparation of inputs to the annual budgets and long-term financial planning;
- In the frame of Human Resource (HR) planning activities, support the establishment of the long-term HR plan for the Programmes on the GEO Division and coordinate GEO requests for matrix support arrangements;
- Support Project Control reporting, in particular as regards management and performance reporting including production/analysis of monthly performance indicators;
- Provide general



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education and additional training and experience in a relevant discipline



LANGUAGES

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



DEADLINE

29 November 2023

- Support the preparation of the Financial Bilateral meetings with Partners such as ESA;
- administrative support for project control activities.

Skills and Experience

- Experience with cost or project control tasks;
- Demonstrated proficiency with Excel and Enterprise Resource Planning (ERP) databases;
- Knowledge and use of an ERP system, preferably SAP and its financial and controlling modules;
- Organised and methodical approach to work with the ability to handle high volumes of data, pay close attention to details and work to tight deadlines;
- Good team-working and interpersonal skills with the ability to apply them both within and across teams;
- Knowledge and use of scheduling tools such as Microsoft Project would be an advantage.

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 B4/B6 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,273 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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