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## VN 20/13 CONTRACTS OFFICER

The Contracts Division provides contractual and commercial expertise across the organisation, contributing to ensuring that procurements are timely, well managed and follow the EUMETSAT financial and procurement rules, procedures and best practices.

As part of an interdisciplinary team, the Contracts Officer will be responsible for the procurement process, preparation, negotiation and post contract award management of contracts, in particular for the development of satellite and ground segment hardware and software systems and the provision of technical services.

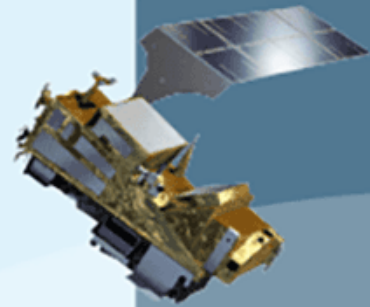
### DUTIES

Lead from a contract perspective procurements of ground segment hardware and software systems, and related development support services, including:

- Negotiation of contracts in coordination as part of a multidisciplinary negotiation team

- Management of signed contracts with the designated technical officer, including escalation of critical issues to management, as necessary;
- Preparation and evaluation of tender documentation, in coordination with a multidisciplinary team of specialists;

- Advise technical divisions on procurement matters and the procurement procedures;
- Preparation, negotiation and management of contractual aspects of cooperation agreements with ESA and other development partners;
- Participate in and provide EUMETSAT's contractual inputs to ESA-led procurements of satellites and on-board instruments, and related support services;
- Ensuring compliance with EUMETSAT contractual and financial procedures.



#### LOCATION

Darmstadt, Germany



#### QUALIFICATIONS

University degree or equivalent in law, economics or business studies.



#### LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French.



#### DEADLINE

13 April 2020

### SKILLS AND EXPERIENCE

5+ years' experience preferably in the preparation, negotiation and post contract award management of development and service contracts in the areas of satellite, ground segment facilities, aerospace or high technology products;

Ability to understand complex technical issues and convert these into clear documents on procurement matters and contractual text;

Proven negotiation skills in the context of contractual content and financial matters;

Experience in the use of Enterprise Resource Planning and Document Management tools is desirable;

Ability to work independently and as part of team;

Well-balanced interpersonal and communication skills, combined with a strong customer focus, while also ensuring compliance with the procurement procedures.

## 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 A3/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 7154 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.**

## 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 and Cooperating 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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