



ESO

European Organization
for Astronomical
Research in the
Southern Hemisphere



For the Contracts & Procurement Department in Garching near Munich, Germany, ESO is opening the position of a

Senior Contract Officer

(Career Path V)

Purpose and Scope of the Position:

Within the Administration Division, reporting to the Head of Contracts and Procurement and in close collaboration with the Programmes, Technical, Science and Operations Directorates of ESO, the successful candidate will be in charge of the procurement of a broad range of goods and services.

Major Duties/Responsibilities:

The successful candidate will report to the Head of the Contracts and Procurement Department. S/he will be primarily responsible for all procurement actions, from conception to closure, related to the development, construction and operations of the European Extremely Large Telescope (E-ELT). In particular, s/he will:

- Coordinate all activities related to the placement of a wide variety in size and nature of contracts, from the preparation of tender documentation through evaluation, negotiation and contract award;
- Participate in the follow-up of contracts;
- Participate in the selection of appropriate contractual strategies;
- Ensure that the procurement actions are consistent with the Organization's procurement rules, methods and procedures;
- Participate in the development of procedures and practices for procurements within the Organization.

Qualifications and Experience:

- A University degree or equivalent qualification in engineering, complemented by an education in business administration or law;
- Proven relevant experience of 10 years minimum in dealing with standard and non-standard procurement requirements in a variety of sectors;
- Proven experience of 5 years minimum in an international environment;
- Excellent interpersonal skills along with good organizational and IT skills;
- Ability to work in a multi-cultural environment;
- A proactive approach and the ability to deal with multiple projects under time pressure;
- Excellent communications skills in written and spoken English, some knowledge of German and/or Spanish would be an advantage.

Duty Station: The position will be based in Garching near Munich, Germany.

Starting Date: As soon as possible.

Remuneration and Contract: We offer an attractive remuneration package including a competitive salary (tax free), a comprehensive pension scheme and medical, educational and other social benefits as well as financial help in relocating your family and the possibility to place your child(ren) in daycare to the age of 6. The initial contract is for a period of three years with the possibility of extension. The title or grade may be subject to change according to qualification and the number of years of experience.

Application: If you are interested in working in areas of frontline technology and in a stimulating international environment, please visit (<http://www.eso.org>) for further details.



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Applicants are invited to apply online at <https://jobs.eso.org/>. Applications must be completed in English and should include a motivation letter and CV.

Closing date for applications is 31 July 2009.

Although recruitment preference will be given to nationals of ESO Member States (members are: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Italy, the Netherlands, Portugal, Spain, Sweden, Switzerland and United Kingdom) no nationality is in principle excluded.

The post is equally open to suitably qualified male and female applicants.