



HE Space is a successful international space company. For 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration.

PRODEX Office Support Engineer (1,5 year project) [25011]

Key Tasks and Responsibilities

As part of the PRODEX department, you will have the following responsibilities:

- Providing inputs and support to the definition of the programme of work for the development of the PRODEX experiments within the scientific institutes, in line with the instructions received from the head of the PRODEX Office section. This task will include supporting the preparation, implementation and monitoring of the research agreements between the Institutes and the PRODEX Office, monitoring the technical, schedule and financial status of experiment developments, identifying potential problem areas and proposing remedial actions;
- Assisting in the preparation, implementation and monitoring of industrial contracts. This includes;
 - Providing inputs to the preparation of Tender Documents, participating in proposal evaluations, prepare inputs to subsequent contract negotiations, monitor the end-to-end development of the activities contracted to the industrial consortia;
 - Monitoring the technical, schedule and financial status of the developments assigned to her/him, identify potential problem areas and recommend solutions;
- Liaising between scientific institutes and industry when contracts are running;
- Interfacing internally with the ESA project teams or specialists on technical/programmatic matters and with the ESA-ESTEC administration regarding the financial and contractual matters;
- Providing Management and Programmatic inputs to the Head of PRODEX Office section as required;
- Preparing / providing inputs to reports as required.

Skills & Experience

You will have the following qualifications and relevant experience:

- University degree (Masters/PhD) in Engineering;
- At least 4 years of space projects experience relevant to the Task Description;
- The contractor personnel executing these tasks should possess a demonstrated experience in interacting with scientific institutions and industrial partners, coupled with experience in the defining and designing instruments in one of the domains of the Program;

- Ability to be system-oriented to the specifics of each project and partners, taking into consideration technical, financial and schedule aspects, with a general understanding of the project/problem to solve;
- Ability to consult Agency specialists when deeper expertise is needed, and to integrate their inputs into a more global solution, anticipating problems and proposing solutions bearing the overall goals of the PRODEX Office in mind;
- Ability to adapt to the individual and specific management style of each project and partners involved, in order to guarantee a successful development, and proactively engage and coordinate a diverse range of internal technical experts and work with external partners with the scientific institutes/industry;
- The selected contractor will also have to assist with the administrative tasks of the PRODEX Office and with administrative tasks related to experiment and project implementation;
- Good communication skills also regarding written reporting;
- Proficient in the English language (spoken and written). Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in **Noordwijk**.

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to **Andrés Izquierdo**, by clicking on the button "Apply for this job" quoting job **NL-HP-25011**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA