

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Human Resources, Facility Management and Communication

The European Space Agency is an equal opportunity employer and encourages applications from women

POST

HR Business Partner in the Human Resources Department, Directorate of Human Resources, Facility Management and Communication.

This post is opened in the A2/A4 grade band of the Coordinated Organisations' salary scale, with the potential reopening at grade A5 at a later stage depending on the evolution of responsibilities, in particular a possible future link of the position to more than one Directorate.

LOCATION

ESOC, Darmstadt (Germany).

DUTIES

Reporting directly to the Head of the Human Resources Department, the HR Business Partners (HR BPs) are the senior HR focal point to the Directorates and their management teams for all HR matters. They are responsible for the delivery of the full spectrum of HR services and providing guidance on all human resources aspects.

HR BPs develop and maintain the staffing planning (within the targets established by the Workforce Management) and its execution for the Directorates, including recruitment and reassignment planning, mobility of workforce between activity areas and competency planning. They support change management processes in the Directorates, including changes in the Directorates' organisational structure.

HR BPs lead teams of HR Advisors who support and advise staff for all aspects of career management, recruitment and mobility, competence development and training, performances appraisal and merit recognition.

All HR Business Partners will coordinate their work in a network of Business Partners in order to align their approaches and implement solutions across Directorates.

HR BPs are members of the HR Department Management Team and provide active contribution to the department policies and strategies. They work closely with the HR Competency and Policy Centre, in particular as a contributor to policy evolution projects, and for the structured communication of the HR policies to the Directorate they are responsible for.

In the frame of the current set up of ESA Directorates, the HR BP located at ESOC works in close coordination with the Directorate of Human Spaceflight and Operations. Frequent missions, in particular to ESTEC, Noordwijk (The Netherlands) are required.

In addition to his/her responsibilities as HR BP, the postholder is the local HR representative at ESOC. In this role the incumbent is responsible for local matters, including occupational health, support to staff regarding all aspects of interfaces with host country authorities in the framework of the Host Agreement implementation, supporting the Head of Establishment, also in crisis management, and representing HR vis-à-vis the local staff representatives.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification and sound experience in providing strategic advice and managing the delivery of services in all areas related to Human Resources Management. They should be familiar with current theories and best practices related to Human Resources Management and their implementation in an international working environment.

Strong relational and communication skills, customer focus and discretion are essential behavioral competencies required for this post. Candidates should provide a vision on the evolution of Human Resources Services, together with a strong focus on implementation and problem-solving.

The working languages of the Agency are English and French. A good knowledge of one of these languages is required together with a working knowledge of the other language. Knowledge of another member state language is an asset.

CLOSING DATE

The closing date for applications is **18 April 2014**.

Applications from external candidates for this post should preferably be made on-line at the ESA Web Site (www.esa.int/careers). Those unable to apply on-line should submit their CV to the Human Resources at ESOC, Robert-Bosch-Str. 5, D-64293 Darmstadt, Germany.

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2ESOC](#).

The Agency may require applicants to undergo selection tests.

Under ESA Regulations, the age limit for recruitment is 55. Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

Priority will be first given to internal candidates and secondly to external candidates from under-represented member states.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.