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## **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 Advisor in the Human Resources Department, Directorate of Human Resources, Facility Management & Communication.

This post is part-time (50% of the normal working hours) and classified in the A2–A4 grade band on the Coordinated Organisations' salary scale. The initial appointment is for two years.

#### **LOCATION**

ESTEC, Noordwijk (Netherlands).

#### **DUTIES**

HR Advisors are the focal point for staff assigned to them in providing individual support and advice with an emphasis on people management and career development. The postholder will mainly support staff in the Directorate of Human Spaceflight and Operations based at ESTEC. The role of the HR Advisor includes promoting a positive work environment and the Agency's HR management practices. HR Advisors participate in the ongoing improvement of HR policies and processes.

They advise staff on mobility, career management and skills development and advise and assist with vacancy applications and interview preparation. In addition, HR Advisors advise and assist with personal development initiatives, recruitment activities, and address performance/motivation issues.

They report to the HR Business Partner responsible for their Directorate. HR Advisors support that Partner's respective planning and implementation tasks. They coordinate their methodologies and activities through an HR Advisors' network. They work in close coordination with the other services within the HR Department, in particular with the local HR representative, HR Support Services (staff administration, recruitment), welfare officers and ESA medical staff.

#### **QUALIFICATIONS**

Applicants for this post should have a Master's degree or equivalent qualification, preferably having specialised in HR management and/or personal development. They should have professional HR experience with a solid understanding of best practices. Experience of a demanding and fast-paced engineering/scientific/technical environment is preferable. Qualifications in coaching or mediation would be an asset.

The required behavioural competencies include:

- strong customer focus and interpersonal skills;
- a high standard of oral and written communication skills;
- the ability to work in collaboration and partnership with clients;
- due discretion and sensitivity in dealing with confidential information;
- results-orientation and resourcefulness in problem-solving

- the ability to work autonomously in a fast-paced environment.

The working languages of the Agency are English and French. A good knowledge of one of these two languages is required together with a working knowledge of the other language. Knowledge of another Member State language would be an asset.

**CLOSING DATE**

The closing date for applications is **3 April 2015**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply online should submit their CVs to Human Resources, ESTEC, Keplerlaan 1, 2201 AZ Noordwijk ZH, The Netherlands.

ESA staff members wishing to apply for this post should fill in the [Internal Application Form](#) and email it to [Apply2ESTEC](#).

The Agency may require applicants to undergo selection tests.

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**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 first be 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.**