



ESA/VN-HO(2017)005
Paris, 8 February 2017
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EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

POST Head of the HR Competence and Policy Centre in the Human Resources Department, Directorate of Internal Services.

This post is classified A5 on the Coordinated Organisations' salary scale.

LOCATION ESA Headquarters, Paris (France), or ESTEC, Noordwijk (Netherlands)¹.

DUTIES Reporting directly to the Head of the Human Resources Department, the Head of the HR Competence and Policy Centre (CPC) is in charge of defining and maintaining ESA-wide HR policies, in particular in the areas of talent and career management, compensation and reward, mobility, competency development, coaching and team development, and performance management, as well as diversity and gender equity, and providing expertise for change management and organisation development Agency-wide.

The Head of the HR Competence and Policy Centre develops a systematic approach to Personnel Development at ESA and leads the Internal University, in charge of the design and implementation of training and other learning and development opportunities across all ESA sites. The postholder coordinates projects, in particular in the frame of the ESA Staff Engagement Survey, and manages corporate HR activities related to performance management, such as the annual assessment and the merit recognition and promotion exercise. The incumbent is in charge of HR marketing and HR-related internal communication and cooperates with the IT Department in the implementation of new applications in support of processes managed by the CPC.

The Head of the HR Competence and Policy Centre interacts closely with the HR Business Partners and HR Advisors in order to ensure that policies are developed and implemented according to the needs of the Agency.

¹Both locations are suitable; the final decision will be taken together with the selected candidate.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification and sound experience in developing HR policies, with a focus on personnel development and talent and performance management, and their implementation in an international working environment. They should be familiar with current theories and best practices related to Human Resources Management, Organisation Development, and Change Management.

Strategic vision, strong relational and communication skills, customer focus and cross-cultural sensitivity are essential behavioural 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.

For behavioural competencies expected from ESA staff in general, please refer to the [ESA Competency Framework](#).

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

CLOSING DATE

The closing date for applications is **8 March 2017**.

Applications from external candidates should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CV to Human Resources, ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

The Agency may require applicants to undergo selection tests.

If you require support with your application due to a disability, please email contact.human.resources@esa.int.

Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

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.