

Job Title: Junior Administrator

Req ID 3462 - Posted 08/11/2017



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

Junior Administrator

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the post may be filled at A1 level.

The appointment will be for one year related to the on-going reorganisation of the Human Resources Department.

Location

ESA Headquarters, Paris, France

Description

Junior Administrator in the Social and Central Affairs Division, Human Resources Department, Directorate of Internal Services.

Duties

Reporting to the Head of the Social and Central Affairs Division:

- drafting, updating and revising of the Staff Regulations, Rules and Instructions in line with the relevant policy decisions, providing analysis and advice concerning their interpretation and application, notably with the objective of ensuring ESA-wide harmonisation of implementation;
- assisting in managing the policies and legal frameworks concerning, in particular but not exclusively, staff contract policy, secondments and personal data protection;
- assisting in preparation and follow up of meetings at Co-ordinated Organisations level, in particular with a view to implementing, within ESA, changes and amendments recommended by the CCR (Co-ordinating Committee on Remuneration), preparing documents for the ESA governing bodies (AFC, Council) accordingly;
- analysing and advising on personnel issues (including, but not limited to employment and labour law), staff rights and benefits.
- giving support in developing the Agency's employment and working conditions and in drafting texts pertaining to human resources policies;
- assisting in defending the Agency's interests in proceedings up to the Advisory Board (drafting answers to internal claims; drafting written submissions for the Advisory Board; representing the Director General before the Advisory Board);
- participating, as required, in Joint Working Groups for matters under discussion with the Staff Association;

- assisting, as required, in the management of the Agency's Social Security Scheme;
- carrying out legal studies and other tasks associated with the activities of the Division, including supporting other Administrators of the Division.

Technical competencies

State-of-the-art knowledge in area of responsibility at required level
Knowledge of the relevant Agency rules, processes and procedures
Analytical skills
Drafting skills

Behavioural competencies

Results Orientation
Problem Solving
Planning & Organisation
Teamwork
Relationship Management
Innovation & Creativity

Education

University degree (Master level) in law or administration.

Additional requirements

Experience in the legal practices of international organisations is required. Candidates should have an understanding of HR policies, procedures and best practices. Candidates must display intellectual rigour and possess excellent communication skills, both orally and in writing. Candidates should have the ability to develop innovative legal and HR solutions.

Other information

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. Knowledge of another Member State language would be an asset. The Agency may require applicants to undergo selection tests.

The closing date for applications is 06 December 2017.

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 and Slovenia.

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.