

## Job Title: HR Administrative Assistant

Req ID 5682 - Posted 20/03/2018



### 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

HR Administrative Assistant

This post is for a limited duration of 4 years, non-renewable, and is classified B2-B4 on the Coordinated Organisations' salary scale.

#### Location

ESOC, Darmstadt, Germany

#### Description

Under the supervision of the Head of the Recruitment Service, the postholder works in a small team as an HR contact point responsible for administration related to the recruitment and organisational management for one or more assigned Directorates.

The Assistant works closely with the H Advisor(s) of the assigned Directorate(s) and regularly interfaces with colleagues from other HR services.

To perform these activities, the postholder uses the HR-Space recruitment module, ESA's new cloud-based IT system, Success Factors, TeamSite, and various other IT tools, systems and databases, ensuring that HR processes and ESA Staff Rules & Regulations are observed.

#### Duties

Specific duties include:

- administering processes related to recruitment of all staff categories for assigned Directorates, including staff, Young Graduate Trainees and Research Fellows: preparing vacancy notices, monitoring applicant lists, organising selection interviews, administering tests and preparing recruitment proposals;
  - implementing actions and administrative processes related to organisational changes (e. g. reassignments, reorganisations) and the probation period;
  - supporting induction activities;
  - supporting one or more programmes such as national trainees, student placements, international trainees, temporary staffing, experts and consultants;
  - using HR-space to produce statistics and reports for systematic verification of HR data accuracy and consistency;
  - participating actively in the improvement and consolidation of our digitised HR processes and workflows in HR-space;
  - performing ad hoc duties and special projects as requested
- Plus supporting the local HR Representative and activities such as the annual medical check-up and handling visa requests.

#### Technical competencies

Understanding of the Agency's rules and regulations and HR specific processes and procedures

Knowledge of and experience in working with and applying HR policies, processes and tools

#### Behavioural competencies

Communication

Customer Focus

Teamwork

Planning & Organisation

Relationship Management

#### Education

Secondary school level, supplemented by professional training in administrative skills and/or in secretarial-related activities or equivalent.

#### Additional requirements

- Previous experience with HR administrative processes, preferably in an international environment
- Ability to follow several processes in parallel
- Interest in digitalisation of administrative processes
- Proficiency in ESA's working languages, ability to prepare written correspondence in English
- Ability to understand customers' needs and constraints
- Strong work ethic, sense of discretion and confidentiality
- Capacity to work autonomously in a fast-paced environment
- Attention to details, accuracy and swift follow-up of actions

#### 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 17 April 2018.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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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, Canada and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to external candidates from under-represented Member States.

(<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.