

# Job Title: Workforce Controller

Req ID 7282 - Posted 12/07/2018



## 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

#### Workforce Controller

This post is for a limited duration of 4 years (non-renewable) and is classified in the A2-A4 grade band of the Coordinated Organisations salary scale.

### Location

ESA Headquarters, Paris, France

### Description

Workforce Controller in the Workforce Management Office, Directorate of Internal Services. Under the direct authority of the Head of the Workforce management office, the post holder is responsible for consolidating, maintaining, monitoring and reporting on the implementation of the ESA Workforce plan and associated cost. Fulfilling these responsibilities involves having multiple interfaces with ESA corporate entities (Corporate Control, HR and DirectoratesqBUC offices and IT).

### Duties

Specific duties will include:

- elaboration, consolidation and maintenance of Directoratesqworkforce plans;
- elaboration of ESA wide man years and staff cost projection;
- supporting Corporate Control with Directorates workforce data (planning and actual);
- supporting HR with reports and analysis on workforce data and associated costs;
- providing inputs for periodic reporting to corporate functions and delegate bodies.

### Technical competencies

Workforce planning and cost control

Knowledge of HR processes and payroll

HR data analysis and reporting

Knowledge of SAP solutions and SAP based reporting tools

### Behavioural competencies

Customer Focus

Problem Solving

Teamwork

Planning & Organisation

Results Orientation

Relationship Management

## Education

University degree (Master's level) in engineering/business administration.

## Additional requirements

The candidate shall have several years of experience as a controller/reporting officer with a deep knowledge of SAP, SAP-HR and SAP-based reporting tools, data analysis and business intelligence methods and tools.

Applicants shall support the development/improvements of the operational reporting and tools. Knowledge in the IT domain will be considered as an asset.

Excellent analytical skills, accuracy and experience in workforce cost modelling are key requirements for the post. Applicants should be able to work autonomously, effectively and cooperatively in a diverse and international team environment and be able to define and implement solutions in line with team and individual objectives and deadlines. They should possess good written and oral communication skills, and be rigorous and disciplined when working on demanding tasks. They should have good analytical, organisational and reporting skills, with a proactive attitude to problem-solving.

## 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 August 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 and 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 view of the limited duration of this post, internal candidates are strongly advised to contact their HR advisor before applying.

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.

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