

Job Title: Junior Administrator

Req ID 9641 - Posted 04/03/2020



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 a limited duration of 4 years (non-renewable).

Location
ESA Headquarters, Paris, France

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

- Duties**
- Reporting to the Head of the Central Support Unit, you will cover the following areas:
- drafting, updating and revising legal texts prepared by the Unit, notably Staff Rules, Pension Rules and related Instructions;
 - supporting the development of the Agency's employment and working conditions and the drafting of texts, memoranda and articles relating to human resources policies;
 - supporting consistent application of the Agency's personal data protection framework within HR and to that end advising colleagues on proper implementation of the policy;
 - preparing case files to defend the Agency's interests in Advisory Board proceedings (drafting responses to internal claims and written submissions);
 - participating and taking minutes in meetings such as Joint Working Groups with the Staff Association and in meetings with other services;
 - carrying out other tasks as requested by the Head of Unit.

Technical competencies
State-of-the-art knowledge in area of responsibility at required level
Knowledge of ESA and its programmes/projects
Understanding of the specific processes/procedures of Coordination
Understanding of the ESA Staff Rules and Regulations and HR specific processes and procedures

Behavioural competencies
Problem Solving
Results Orientation
Planning & Organisation
Teamwork
Relationship Management

Innovation & Creativity

Education

You should have a Master's degree in law.

Additional requirements

You should also:

- have experience in the legal practices of international organisations, having worked in English and/or French
- understand HR policies, procedures and best practices
- possess excellent communication skills, oral and written
- 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 Wednesday 1 April 2020.

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.

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 internal candidates and secondly 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.