

# Young Graduate Trainee for Business Analysis

**Job Req ID:** 12142

**Closing Date:** 08 April 2021

**Publication:** External Only

**Vacancy Type:** Young Graduate Trainee

**Date Posted:** 25 March 2021

Young Graduate Trainee Opportunity 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. We therefore welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

This post is classified F1.

## **Location**

ESTEC, Noordwijk, The Netherlands

## **Our team and mission**

The ESA Human Resources Department looks after 2600 staff members at various locations in Europe and worldwide. The workforce originates from 22+ Member and Cooperating States. This makes for a truly international environment with a high degree of professional specialisation and administrative complexity.

We recently finished deploying a major new HR information system, and are now seeking to improve our digital and business analysis posture by making full use of the available IT potential.

Candidates are encouraged to visit the ESA website: [www.esa.int/ESA](http://www.esa.int/ESA)

## **Field(s) of activity/research for the traineeship**

During a short, intensive introductory period, you will familiarise yourself extensively with the operating procedures of ESA's HR Department, and with the data model of our main HR information systems which are based on SAP SuccessFactors (cloud) and a SAP R/3 (on-premise).

You will then be assigned tasks in these areas of activity:

- analyse the reporting needs of HR staff and external stakeholders and on that basis, enhance existing HR reports and build new ones where needed. Examples include statistics on payroll, recruitment, sick leave, and staff movements;
- evaluate our HR analytics setup in the light of best practices in industry and peer organisations, and propose and carry through practical enhancements;
- devise an approach to detect and analyse data inconsistencies, and further develop the automated periodic checks in place, with a view to improving overall data quality and consistency in operations;
- contribute, for HR data, to the new ESA-wide unified "Data Lake" reporting approach (based on Tableau);
- define introductory and follow-on training for HR staff on the available reporting tools, to enable them to produce daily reporting themselves, according to their specific needs.

## **Technical competencies**

Knowledge of relevant technical domains

Relevant experience gained during internships/project work

Breadth of exposure coming from past and/or current research/activities  
Knowledge of ESA and its programmes/projects

### **Behavioural competencies**

Result Orientation  
Operational Efficiency  
Fostering Cooperation  
Relationship Management  
Continuous Improvement  
Forward Thinking

### **Education**

You should have just completed, or be in your final year of, a university course at Master's level in a discipline such as public administration, computer sciences, or economics.

### **Additional requirements**

A previous internship in a public sector organisation would be a plus.

Excellent IT skills.

Customer-orientation and the ability to deliver high-quality, tangible outputs in a relatively short time-frame are a must.

You should have good interpersonal and communication skills and should be able to work in a multi-cultural environment, both independently and as part of a team.

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.

During the interview motivation and overall professional perspective/career goals will also be explored.

### **Other information**

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

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us 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, and the United Kingdom. Nationals from Latvia and Slovenia, as Associate Member States, or Canada as a Cooperating State, can apply as well as those from Bulgaria, Cyprus, Lithuania and Slovakia as European Cooperating States (ECS).

Priority will first be given to 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