

## Talent Acquisition Specialist

**Job Req ID:** 15441

**Closing Date:** 01 August 2022

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 04 July 2022

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. 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 A2-A4 on the Coordinated Organisations' salary scale.

### Location

ESTEC, Noordwijk, Netherlands or Headquarters, Paris, France

### Description

Talent Acquisition Specialist, in the Competence and Policy Centre of the Human Resources Department, Directorate of Internal Services.

### Duties

The Talent Acquisition Section is responsible for developing staffing strategies to ensure that ESA is identifying, attracting, and hiring the very best talent from across the labour market, while achieving and maintaining diversity within the workforce. In addition, the Section is responsible for the HR Department's intranet, extranet and LinkedIn communication channels and for organising staff events and anniversaries.

You will form part of a small and closely knit team working across several ESA sites and will report to the Head of the Talent Acquisition Section, who is based at ESTEC, in the Netherlands.

As Talent Acquisition Specialist, you will be responsible for:

- supporting the Head of Section in the design of the HR external communications strategy, talent acquisition and outreach campaigns, as well as with activities related to employer branding;
- helping the Head of Section to build and maintain strong partnerships with relevant partners within HR, such as the HR Business and the Recruitment Support Service, as well as outside HR, for example with recruiting managers at all levels, and with ESA's Communications Department and Education Office;
- deputising for the Head of Section in relations with Member State representatives as required, for instance by agreeing on joint talent acquisition actions;
- handling procurement of services from external vendors such as LinkedIn or recruitment agencies in relation to talent acquisition activities;
- advising on market trends, sourcing techniques and appropriate channels for critical roles to maximise effectiveness and increased quality of applicants, thereby ensuring that the Talent Acquisition Section is applying best practices, and supporting their implementation, coordinating the related budgetary and procurement activities as required;
- evaluating the quantitative and qualitative impact of all talent acquisition and HR communication campaigns and events, in particular in respect of candidate

- experience;
- developing and managing ESA referral systems or similar networks to source talent, advertise vacancies and promote the ESA employer brand;
- managing the HR intranet and internet career sites in terms of look and feel, monitoring, revision and content design, and supporting content owners as required;
- representing ESA as an employer at all types of career events targeting external candidates;
- publishing and promoting executive-level vacancies;
- overseeing and managing internal HR events, such as staff anniversary celebrations, HR seminars and other ad hoc HR events, coordinating the related budgetary and procurement activities as required;
- acting as secretary in the selection process and implementation of various ESA awards;
- participating in diversity and inclusiveness activities as required.

### **Technical competencies**

Experience in designing and deploying comprehensive and innovative talent sourcing strategies and campaigns across multiple channels and countries

Experience in measuring the success of talent sourcing programmes and brand campaigns, and their return on investment

Experience in maintaining in-depth, up-to-date business intelligence on market conditions, hiring trends and other relevant market data

Experience in working with corporate and external tools and methodologies, social media and predictive and data collection tools

Experience in employer branding and employee value propositions (EVP)

Knowledge and/or experience of the full-cycle recruitment process

### **Behavioural competencies**

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

### **Education**

You should have a master's degree in Human Resources Management, Communication, Business Administration or another relevant field.

### **Additional requirements**

In addition to the above, we are looking for candidates with the following skills:

- Excellent communication (oral and written), ambassadorship and negotiation skills
- Proven relationship management skills and the ability to develop comprehensive networks, both inside and outside the organisation, in order to ensure that talent acquisition activities are aligned with business needs, priorities and expectations
- Strong project management and organisational skills.

Prior working experience in an international or public organisation is an asset.

### **Other information**

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

For further information please visit: [Professionals](#), [What we offer](#) and [FAQ](#)

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.

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, the United Kingdom and Canada, Latvia, Lithuania 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 or balanced Member States\*.  
(<https://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 conducted by an external background screening service.

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.

\*Member States, Associate Members or Cooperating States.