



EUROPEAN UNION SATELLITE CENTRE

VACANCY NOTICE

The EU SatCen is organising a selection procedure with a view to fill the following **Permanent Post¹** vacancy:

Job Title: Human Resources Assistant
Reference: **2019/SatCen/V13/Human Resources Assistant**
Work Unit: Administration Division
Responsible to: Head of Administration

JOB DESCRIPTION

The Human Resources Assistant assists the Head of Division in Human Resources management.

TASKS AND RESPONSIBILITIES:

- Assists with day to day operations of the Human Resources functions and duties;
- Undertakes proposals for the modernization of the Human Resources functions;
- Assists the Head of Division to develop department goals, objectives and systems aligned with the strategic goals;
- Participates in various projects to provide HR support and assists in employee satisfaction initiatives, surveys and in processes related to staff wellbeing;
- Assists with staff training and development;
- Plans and oversees the completion of performance reviews; maintaining records related to grievances and disciplinary actions;
- Assists in the recruitment processes and interviews;
- Gives support to employees upon arrival, conduct initial orientation to newly hired employees (providing the necessary documentation, dealing with Spanish authorities, arranging for medical checks, training on health and safety, escorting staff, removal), provides Finance Unit and all other areas involved with relevant data;
- Assists in the departure of staff; completing termination paperwork and assisting with exit interviews;
- Ensures the maintenance and regular update of the HR files and personnel databases, using the AX System. Maintains the personnel files;
- Supports the Head of General Services in the implementation of the EU SatCen Health & Safety Policy, including annual medical checks for staff;
- Designs and prepares presentations, generates statistics;

¹ The post offered is a Permanent Post as defined Art.1.4 of Staff Regulations of The European Union Satellite Centre.

- Replaces the Secretary to the Head of Administration when required being able to perform all her duties;
- Performs any other duties as assigned in line with the above key responsibilities by the Head of Division.

QUALIFICATIONS AND EXPERIENCE:

Essential:

- A level of secondary education attested by a diploma giving access to postsecondary education or equivalent qualification, preferably related to Human Resources;
- Appropriate professional experience in Human Resources of at least 5 years;
- Excellent IT skills (MS Office), profound knowledge of document processing;
- Hands on experience with a Human Resources information system;
- Thorough knowledge of one E.U. language and an excellent command of English.

Desirable:

- Working knowledge of Spanish will be an asset.

SKILLS AND COMPETENCIES:

- Excellent interpersonal and problem solving skills;
- Client and service orientation;
- Good planning and organization skills;
- Confidentiality and accuracy;
- Excellent team worker.

SPECIFIC REQUIREMENTS:

- Nationality of an E.U. Member State;
- Security Clearance to at least SECRET UE, or equivalent. In case the successful candidate is not in possession of such a clearance, the EU SatCen will request it, but no appointment will be fully confirmed until it has been received;
- Stress resistant and good state of health;
- Driving license.

EMPLOYMENT CONDITIONS:

- Employment at EU SatCen is governed by the SatCen Staff Regulations;
- This post is graded B4/B6² of the Coordinated Organizations salary scale;
- Appointments are made for an initial contract for four years, with possibility of renewal;
- Posting is at EU SatCen, Torrejón de Ardoz (Madrid) Spain;
- The selected candidate will be required to start ASAP.

² The indicative basic monthly salary for grade B4, step 1, is from 3227,37 € without allowances.

EQUAL OPPORTUNITIES:

The EU SatCen takes care to avoid any form of discrimination in its recruitment procedures and actively encourages application both from women and men.

SUBMISSION OF APPLICATIONS:

Please use the SatCen e-recruitment platform by following the link of the reference of the vacancy.

No applications can be accepted by any other means.

You may upload supporting documents with your application (i.e.: copies of your ID-Card, educational certificates, evidence of previous professional experience etc). Candidates invited for interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

CLOSING DATE: 17 February 2019, inclusive.

SCREENING AND SELECTION PROCEDURE

All applicants will automatically receive acknowledgement of the reception of their application. This however does not imply any obligation on the part of SatCen.

The EU SatCen will not respond to any direct enquiries from applicants.

Due to the volume of applications only candidates short-listed for the post will be contacted individually and called for interview and/or a written test.

Once the selection procedure has taken place and a candidate has been successfully nominated for the post, a reserve list with other successful candidates may be established with an initial validity of 1 year. All shortlisted candidates will be informed of the outcome of the interview.

Please note that the work and deliberations of the Selection Board are strictly confidential and that any contact, direct or indirect, with its members is strictly forbidden.

SatCen ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data. Please note that SatCen will not return applications to applicants. This applies in particular to the confidentiality and security of such data.

All personal data collected for any selection procedure to be handled by SatCen will only be used for its purposes and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to SatCen during any selection procedure will be kept at SatCen.

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