

Vacancy Notice

HR and Administration Trainee (SatCen/2024/TR04)

Type and duration of contract:	Traineeship agreement, 6 months (renewable once)
Work unit:	Administration Division
Reporting to:	Head of Administration
Traineeship grant	Monthly Allowance of €1,200 plus a monthly transport allowance of €203.58
Place of employment:	Torrejón de Ardoz (Madrid), Spain
Deadline for applications:	27/06/2024 at 17:00 hours (CET)

The European Union Satellite Centre

The European Union Satellite Centre supports the decision making and actions of the European Union in the field of Common Foreign and Security Policy (CFSP), in particular Common Security and Defence Policy (CSDP), including European Union crisis management missions and operations, by providing products and services resulting from the exploitation of relevant space assets and collateral data, including satellite imagery and aerial imagery, and related services.

SatCen is a decentralised agency of the EU working under the supervision of the Political and Security Committee and the operational direction of the High Representative of the Union for Foreign Affairs and Security Policy. The Centre was founded in 1992 as a Western European Union body and incorporated as an agency into the European Union on 1 January 2002.

SatCen offers challenging and rewarding careers to enthusiastic, motivated and highly skilled people who want to work within an international environment and contribute to the vision of this organisation.

The seat of SatCen is in Torrejón de Ardoz, in the vicinity of Madrid, Spain.

The traineeship programme

At SatCen, we believe that highly qualified and motivated trainees add important value to our work. In return, we offer a unique hands-on experience in a European Union Agency, whose mission is safeguarding the security of European citizens. You will gain valuable work experience and develop your employability skills that will help you in your future career.

You will benefit from working with a team of enthusiastic professionals from all over the European Union in a stimulating multicultural environment.

Among others, your tasks will include:

- Compiling and consolidating HR data and reporting, maintaining HR databases ensuring data quality, thereby supporting HR planning, decision making and reporting;
- Filing and archiving HR-related documents electronically and physically;
- Following up data retention and creating and updating Data Protection Records;
- Assisting the selection procedures;
- Assisting the on-boarding of newcomers, thereby supporting the availability of human capital;
- Updating the Agency's HR/Admin intranet pages and assisting with internal communications related to HR/Admin topics, contributing to a biweekly newsletter and supporting activities related to staff engagement;
- Assisting with HR administration (answering staff queries, preparing certificates, etc.);
- Researching opportunities to publish SatCen vacancy notices and being a focal point for universities regarding our traineeship and internship programmes;
- Participating in other aspects of the HR activities as required and requested by the Senior HR and Administration Officer or the Head of Administration.

We offer the trainee a very diverse and hands-on working experience covering the whole range of HR and Administration tasks. A typical day involves:

- Interacting with colleagues and answering queries from staff members and candidates;
- Assisting with the organisation of meetings and events;
- Gathering data and statistics, issuing and analysing reports and HR metrics;
- Managing physical and electronic personal and other HR files;
- Enjoying creativity in drafting HR news and digests;
- Researching HR marketing/employer branding opportunities.

Requirements:

1. Eligibility criteria:

To be considered eligible, candidates must satisfy all of the following eligibility criteria by the closing date for submitting applications:

- A recent university diploma or being in the last year of the university degree;
- Be a national of one of the Member States of the Union and enjoy their full rights as citizen;

- Produce evidence of a thorough knowledge of English (at least level B2¹), the working language of SatCen, and of a satisfactory knowledge of another official language of the EU to the extent necessary for the performance of their duties;

In addition, candidates must:

- Hold a security clearance at least at the level of EU SECRET, or equivalent. In case the successful candidate is not in possession of such a clearance at the time of submitting an application, the SatCen will request it, and no appointment will be fully confirmed until the security clearance has been received by the competent national authority. In addition and during the selection procedure, candidates will need to declare any particular circumstances which could be in conflict with the performance of their duties at SatCen.
- In addition and during the selection procedure, candidates will need to declare any particular circumstances which could be in conflict with the performance of their duties at SatCen. **PLEASE READ, PRINT, SIGN AND UPLOAD THE ANNEX DOCUMENT (see attached vacancy notice) WITH YOUR APPLICATION**

As the SatCen is situated in an air force base outside of Madrid, with limited access by public transport to the entrance of the base and no public transport on the base itself, a driving licence is highly desirable. It is the duty of any staff member to get to the office by its own means.

2. Selection criteria:

Applications will be assessed based on the information provided by the candidates in the Application Form, and their performance against the following criteria:

Only applications meeting **all** essential selection criteria will be assessed.

Qualifications and experience:

- **Essential:**
 - University diploma in the field of Human Resources, Psychology, Law, Business Studies, or equivalent, or being in the final year of the studies.
- **Desirable:**
 - Experience in an EU institution or body (as EU Bluebook trainee or other) is an asset.

¹ According to the Common European Framework of References for Languages:
<https://www.coe.int/en/web/portfolio/self-assessment-grid>

Skills and competencies:

- **Essential:**

- Good organisational skills;
- Strong attention to detail;
- Positive/can-do attitude;
- Good team worker;
- Good inter-personal skills, client- and service-orientation;
- An excellent command of English;
- Flexibility to cover a wide range of tasks;
- A high level of discretion and sense of confidentiality.

- **Desirable:**

- Knowledge of Spanish is an asset.

All essential and desirable criteria are evaluated so as to identify the most suitable candidates.

Application procedure

Candidates are required to check carefully whether they meet all the eligibility criteria.

All applications must be submitted in English.

For applications to be valid, candidates shall 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 of submission.

The top candidates (number of the shortlisted candidates scoring above the threshold to be set by the Selection Board) will be invited for an interview. Therefore, candidates are recommended to give evidence of their knowledge by specific examples and/or detailed professional experience in the application form in order to be evaluated in the best possible way. For that purpose **candidates are requested to be as detailed and as clear as possible in the description of their professional experience and specific skills and competences.**

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should **not** be sent at this stage, but must be submitted at a later stage of the procedure upon request of the SatCen.

Due to the high number of applications received in each selection procedure, only shortlisted candidates will be contacted.

Closing date for applications

The closing date for application is **27/06/2024, 17:00, (CET)** (please check for eventual time zone differences).

The SatCen will disregard any application sent after the deadline. **Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission.** The SatCen cannot be held responsible for any delay due to such difficulties.

Selection procedure

All applicants will automatically receive acknowledgement of receipt of their application.

The candidates' applications will first be assessed against the eligibility and the essential and desirable selection criteria. The most suitable candidates may be invited for an interview by a Selection Board. The final evaluation of the candidates will be based on the information provided by the candidates in the Application Form and their performance.

The Selection Board will propose a list of successful candidates (reserve list) to the Director, who will make the final decision.

Due to the volume of applications only candidates short-listed will be contacted and may be called for interview and a written test. All short-listed candidates will be informed of the outcome of the procedure.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this recruitment. The SatCen reserves the right to disqualify any candidate who would disregard this instruction.

Conditions of the traineeship

Health Insurance needs to be organised by the trainee and proof of cover must be provided to the SatCen.

SatCen is offering:

- Monthly subsistence allowance: 1200 €, plus a travel allowance as applicable to SatCen staff members (2024 = 203.58 €);
- Reimbursement of travel expenses upon starting and ending the traineeship under specific conditions;

- Upon presentation of the proper medical justification and costs incurred, disabled trainees may receive a supplement to their allowance equal to a maximum of 50% of the amount of the allowance due to additional costs they may have to make;
- Annual Leave: 2.5 days per month;
- Duration: 6-month assignment (renewable once).

Equal opportunities

SatCen applies a zero tolerance policy towards any forms of discrimination, or disrespectful or sexist behavior.

The SatCen is an equal opportunities employer and strongly encourages applications from all candidates without any distinction whatsoever on grounds of nationality, age, race, ethnic origin, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

SatCen recruitment is a competitive process, based on the merits of candidates and the principles of equal opportunity and non-discrimination. In line with this principled approach and also with the desire to improve the gender balance among SatCen staff, female candidates are encouraged to apply and compete for this position.

Disabled candidates are encouraged to apply. If you have a disability or medical condition that may hinder ability to sit the interview or written test, please indicate this in your application and let us know the type of special arrangements you need.

SatCen staff members are recruited on the broadest possible geographical basis from among nationals of all Member States of the European Union.

Data Protection

The SatCen ensures that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and Agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. (Official Journal of the European Union L 295, 21 November 2018, p. 39–98).

Unless indicated otherwise, any personal data will be processed solely for the purpose of the recruitment procedure. Details concerning the processing of personal data in recruitment procedures are available in [this privacy statement](#).

Any data provided will be treated in the strictest confidence and with high standards of security.

**To be printed, signed and uploaded
with you application as an annex.**

Declaration of Acknowledgement

The European Union Satellite Centre (SatCen) applies the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU).

In accordance with Art 2.5 of SatCen Staff Regulations, all employees, and by extension trainees and interns, shall have security clearance giving them access to classified information in the course of their duties.

The successful candidate must hold a valid personnel security clearance at the level defined in the vacancy notice, or be able and willing to apply for it immediately after the contract signature. No appointment will be fully confirmed until the security clearance has been received by SatCen from the competent National Security Authority.

The procedure for obtaining a personnel security clearance shall be initiated on request of SatCen only, and not by the individual candidate.

Considering the above,

I,, hereby declare that I am willing to apply for a security clearance when required to do so if recruited by the SatCen, and that I am not aware of any past or present circumstances which could prevent me from obtaining such security clearance (Council Decision 2013/488/EU, Annex 1, Section III defines the security investigation criteria).

Signature:

Date