

Vacancy Notice

Human Resources and Administration Officer - (B4-B6) (SatCen/2024/004)

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| Type and duration of contract: | Permanent post, 4 years, with possibility of renewal |
| Work unit: | Administration Division |
| Reporting to: | Head of Administration |
| Grade range: | B4-B6 of the Coordinated Organisations salary scale |
| Monthly basic salary: | € 3 922.13 at the first grade and step 1 in the grade range, plus, where applicable, various allowances (see below, point 7) |
| Place of employment: | Torrejón de Ardoz (Madrid), Spain |
| Deadline for applications: | 17/06/2024 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 decentralized 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.

Main Responsibilities

The SatCen is seeking suitable candidates to fill the position of HR and Administration Officer and establish a reserve list.

Job description:

The **HR and Administration Officer** contributes to the day-to-day operations of a small, but dynamic HR team, consistently with the goals and priorities as defined by the HoAdmin. He/She is responsible to the

HoAdmin and assists him/her – and under the guidance of a Senior HR and Administration Officer and in cooperation with the other HR team members (back-up system) – in all aspects of Human Resources management and related administrative tasks, including in particular:

- Assist with the day-to-day operations of the **Human Resources functions and duties**, covering all relevant administrative functions and duties along the Employee Life Cycle (ELC), in particular:
 - Talent attraction: promotion of SatCen external vacancies via multiple channels (job portals and websites, contact databases of external stakeholders/partners, job fairs and conferences etc.);
 - Recruitment processes/interviews and onboarding;
 - Management of individual rights and contracts;
 - Retention (attractiveness of the workplace, conflict prevention, career development, staff engagement)
 - Off-boarding processes;
- Assist with the day-to-day operations of related **Administration functions and duties**, covering, in particular, the following administrative and clerical tasks:
 - Ensure that the HR general and personnel files are up-to-date and well managed (via folder management as well as the human resource/enterprise planning software, currently Microsoft Dynamics AX);
 - Manage and update HR document templates, follow-up on the execution of the retention policy of HR documents, liaise with the DPO for the creation and update of records and privacy statements;
 - Liaise with the Spanish authorities in terms of staff privileges and immunities;
 - Prepare certificates and other administrative documents upon request;
 - Provide assistance to leave management;
 - Provide assistance to contract management and probation periods;
 - Provide assistance with the administrative matters related to the on-boarding and off-boarding of staff;
 - Prepare and manage missions of the Administration Division;
- Provide an excellent and swift **service to all SatCen Divisions and staff** on all HR/Administration matters;
- **Liaise with the Communications team** on internal communication activities (e.g. information to staff, intranet etc.), as well as on activities for the external promotion of SatCen vacancies and SatCen as an attractive employer (employer branding);
- Contribute to the **external presentation** of SatCen on HR/Admin matters at outside meetings, job fairs, conferences and other fora;
- Design and **prepare presentations and generate statistics** on HR and Administration matters;
- Undertake **any additional duty**, appropriate to the grade and key responsibilities, as directed by the HoAdmin.

Requirements:

1. Eligibility criteria:

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

- Have a level of post-secondary education attested by a Diploma or equivalent qualification;

- Have five years of relevant professional experience;
- Be a national of one of the Member States of the Union and enjoy their full rights as citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- 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.
- Be physically fit to perform their duties. Prior to the appointment the successful candidate will be medically examined to fulfil the requirement of Article 6 of the SatCen Staff Regulations;

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:**
 - A level of post-secondary education attested by a diploma or equivalent qualification, preferably related to Human Resources;
 - Relevant professional experience of at least five years in Human Resources, Administration or other related field, preferably in a European Institution, Agency or body;
 - Profound knowledge of and experience with file and database management, incl. a human resource/enterprise planning software;

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

- Experience with document management and managing templates;
- Experience in managing HR-related administrative tasks from beginning to end;
- Experience in matters regarding the different areas of the Employee Life Cycle;
- Experience in statistical analysis and presentation of HR data;
- Experience in drafting HR-related documents: certificates, memos, and letters.

- **Desirable:**

- Knowledge of the institutional framework and functioning of the EU in particular with regard to Staff Regulations and Policies, as well as the regulatory framework of the EU SatCen, as a separate entity, attached to the Coordinated Organizations, following its own Staff Regulations and Policies;
- Experience in international and multicultural environments.

Skills and competencies:

- **Essential:**

- Excellent command of English, both written and oral;
- Advanced user of MS Office suit and other HR-related software;
- Ability to work in fast-paced environment and under pressure;
- Ability to take initiative, be proactive and work independently;
- Strong organisational, analytical and problem-solving skills;
- Excellent team worker and inter-personal skills, as well as client- and service-orientation;
- Tact and confidentiality;
- Great attention to details.

- **Desirable:**

- Working knowledge of Spanish;
- Good communication and presentation skills.

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

Candidates are required to check carefully whether they meet all the eligibility criteria, particularly concerning the required types of diplomas and professional experience, before submitting an application.

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.

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment. PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

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 and written test. 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 **17/06/2024, 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 and a written test 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.

Contract and remuneration

Successful candidate(s) may be offered a contract as a permanent staff member in accordance with the [SatCen Staff Regulations](#), for an initial period of 4 (four) years, renewable. Successful candidate(s) who will be offered a contract of employment will, on their entry into service, be placed in step 1 of the grade corresponding to the length of their professional experience in the grade range B4-B6. The grading system and the corresponding basic monthly salaries are published on the [SatCen's website](#).

In addition to the basic monthly salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation (up to 18% of the salary), household, dependent child, education, installation), depending on the individual's family situation and the place of origin;
- Flexible work arrangements (such as part-time work, flexible working hours, teleworking, home leave) under certain conditions;
- Training and development opportunities;
- Annual leave entitlement of 30 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Private Medical Insurance Scheme enabling access to worldwide medical care;
- Defined-benefit pension scheme, with right to a retirement pension accrued after 10 years of service.

The salary is subject to a Community tax deducted at source and exempt of national taxation.

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.

Appeals

The appeal procedure is reflected in Chapter VIII, Art. 28 of the [SatCen Staff Regulations](#), also published on the SatCen website.

If an applicant considers to have been adversely affected by a particular decision, a complaint can be lodged under Article 28 of the SatCen Staff Regulations, to the following address:

SatCen
Base Aérea Torrejón de Ardoz
Avenida de Cádiz, Edificio 457
28850 Torrejón de Ardoz, Spain

The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts from the time the applicant is notified of the act adversely affecting him/her.