

ECHA/TRN/2019/016 – Human Resources Unit (R2)

The Human Resources (HR) unit manages the Agency's most valuable resource - our employees - effectively, efficiently and in compliance with applicable EU rules and good management practice. We are responsible for recruitment and selection, managing our staff's contracts and benefits, implementing HR policies and ensuring a positive working environment through continuous learning and development opportunities.

Assignment

The successful applicant will support the HR team in implementing the newly established HR strategy. More specifically the successful applicant will be part of the Learning and Development team and Performance and Career Management team, and their assignment will entail the following tasks:

- Contributing to the implementation of the new HR strategy;
- Contributing to ECHA's internal and external selection procedures for staff, by drafting vacancy notices and supporting the selection committees and candidates during the selection, interview and assessment stages;
- Contributing to the continued integration of ECHA's general competency framework to all processes;
- Contributing to the continuous development of the HR-Portal (PeopleSoft), and provide support to staff in their use of the system;
- Ensuring that staff HR queries and needs are supported in an efficient and customer-oriented manner.

Profile

- Completed university degree in social science (e.g. psychology, human resources management or business administration);
- Ability to take responsibility for specific areas of work and see actions through to completion ensuring that the deadlines are met;
- Good communication and interpersonal skills;
- Proficiency in MS Office (specifically Excel);
- Good communication and interpersonal skills;
- Aptitude for team work as well as cooperative and customer-oriented attitude;
- Good English skills both written and spoken (as this is the working language of the Agency).

Starting Date: 1 September 2019

Duration: 6 months

Deadline for applications: 20 May 2019 at noon 12:00 Helsinki time (11:00 a.m. CET)