NOTICE OF OPEN SELECTION PROCEDURE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Human Resources Systems Officer</th>
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</thead>
<tbody>
<tr>
<td>Reference</td>
<td>EF-TA-19-03</td>
</tr>
<tr>
<td>Type of contract</td>
<td>Temporary agent 2f (¹)</td>
</tr>
<tr>
<td>Function group/grade</td>
<td>AD 6</td>
</tr>
<tr>
<td>Initial contract duration</td>
<td>5 years renewable</td>
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<tr>
<td>Place of employment</td>
<td>Dublin, Ireland</td>
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<td>Deadline for applications:</td>
<td>14.06.2019</td>
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I. AGENCY INFORMATION

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social, employment and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound’s activities, please visit the website: www.eurofound.europa.eu.

Eurofound applies a policy of equal opportunities and non-discrimination in accordance with article 1(d) of the Staff Regulations and accepts applications without distinction on any grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

II. JOB CONTEXT

The role-holder, who will report to the Head of HR, will:

- coordinate HR projects for the development and improvement of HR systems and processes;
- assist the Head of HR in development of a HR strategic model aligned to the business needs, the communication of HR policies and further development of people management in Eurofound.

III. DUTIES

Reporting to the Head of HR, the duties of the role will be:

- to implement and manage HR information systems and projects, including:
  - Project management of migration to the Sysper (HR information) system;
  - Development and maintenance of the HR intranet site;
- further automation of mainstream HR processes;

• lead the development of HR analytics to maximise the value of HR to the business of the Agency;
• to analyse organisational and work processes and propose solutions to optimise human and other resources;
• to develop HR policies that will enhance the effectiveness of Eurofound, while promoting staff motivation and engagement;
• to assist in management of staff relations;
• to administer the Staff Regulations;
• to manage recruitment of staff, where requested;
• to deputise for the Head of HR, as required;
• other duties as may be assigned.

IV. QUALIFICATIONS AND EXPERIENCE REQUIRED

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

1. Eligibility criteria

• Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
• Have fulfilled any obligations imposed by the laws concerning military service;
• Have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1).
• A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
• University degree, preferably in HR Management or Business - or relevant post-graduate qualification;
• A minimum of 3 years relevant experience in the area of Human Resources;

2. Selection criteria

All candidates will be shortlisted for testing and interviews on the basis of the following criteria:

• Experience of developing and implementing IT-based and other HR systems;
• Knowledge of and experience in developing HR interventions;
• High level of IT skills, preferably in MS Office; Web Authoring applications; databases;
• Experience in a customer support role, preferably as HR Business Partner;
In addition to the above, candidates who are invited for testing and interview will be assessed based on the following criteria:

- Excellent oral communication, facilitation and presentation skills;
- Systematic approach to work with good attention to detail;
- Capacity to handle administrative and routine work, with ability to work comfortably with legal and administrative rules and procedures;
- Experience of working in an international or multicultural environment.
- Good numerical skills and the ability to interpret statistical information;
- Very good analytical and conceptual skills;
- Good knowledge of the EU and its HR regulatory framework.

Candidates will also be expected to have the following competencies:

- Ability to manage own workload and work without close supervision;
- Creativity and innovation;
- Active interest in new research topics;
- Flexibility and ability to learn fast;
- Strong interpersonal skills;
- Very good oral and presentation skills in English;
- Ability to work and deliver to tight deadlines;
- Good problem-solving skills;
- Good attention to detail.

V. IMPORTANT INFORMATION FOR CANDIDATES

The successful candidate will be recruited as Temporary Agent 2f (AD6), initially on a 5-year fixed-term contract. In the case of a UK candidate, the contract may include a ‘Brexit’ clause.

The place of employment is Dublin and residence within reasonable distance of Eurofound’s office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment and the data protection policy - are outlined on Eurofound’s website. Candidates are strongly advised to read this information carefully.

Applications must be submitted through the online recruitment system via Eurofound’s vacancies page and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 14.06.2019.