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 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: www.eurofound.europa.eu.

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of:

Human Resources (HR) Project Officer

Eurofound applies a policy of equal opportunities.

II. CANDIDATE PROFILE – IS THIS JOB FOR YOU?

If you answer yes to most or all of the following questions, this could be the ideal job for you.

• Would you like to work with an EU agency which contributes to improving the working lives of EU citizens?
• Have you worked in Human Resources and HR administration?
• Do you enjoy working with rules and regulations?
• Do you have good numerical skills?

III. JOB CONTEXT & DUTIES

The HR Project Officer will be primarily involved in HR Administration. In this context, the role holder will manage, advise and support in the area of salaries, financial administration, procurement and reporting in the HR Unit and will take responsibility for an efficient and effective administration of HR policies and practices. The HR Project Officer will be a flexible and proactive member of a small multi-disciplinary team HR team.

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

• responsibility for salary administration;
• management of HR-related financial administration;
• support of procurement processes and cooperation with procurement team;
• delivery of HR reports;
• monitoring and advice on regulations and policies on leave and attendance;
• support of the staff relations process, including secretariat of meetings with Staff Committee and Trade Union;
• advice to staff on their rights and entitlements;
• involvement in selection and recruitment, as required;
• support of the HR business partner model;
• other duties assigned by the Head of HR.

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. The post of HR Project Officer requires a high level of English;
• a level of education which corresponds to completed university studies of at least three years.

2. SELECTION CRITERIA
Candidates will be shortlisted on the basis of the following criteria:
• University degree or post-graduate diploma in Human Resources Management;
• At least three years professional experience in the area of Human Resources;
• Experience in the area of HR administration;
• Experience as HR Business Partner.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:
• Experience in organising work and people;
• Systematic approach to work with good attention to detail;
• Good numerical skills and the ability to interpret statistical information;
• High level of IT skills - preferably in Microsoft Office 365 (especially Word and Excel) as well as HR systems;
• Experience of working effectively in a team;
• Experience in a customer support role;
• Experience of working in an international or multicultural environment;
• Experience of having a proactive approach to problem-solving;
• Well-developed interpersonal and communication skills;
• High level of discretion and confidentiality;
• Knowledge of Staff Regulations of the European Commission, while not essential, would be an advantage.
Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, certificates from university authorities and employers, etc.).

V. ORGANISATION OF THE SELECTION PROCEDURE

The HR Project Officer will be recruited as Contract Agent (FG IV, grade 13, 14 or 16) on an initial contract of 5 years, which may be renewed. Conditions of employment are based on the Staff Regulations of the European Communities and Conditions of Employment of other Servants. In the case of a successful UK candidate, the contract will 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. Candidates may also be invited for psychometric testing.

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

Appeals

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound’s website.

Data protection


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 24.11.2019.