

VACANCY NOTICE

ERP/SAP Analyst for Human Resources

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member and Cooperating States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provides data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom).

EUMETSAT is now inviting well qualified candidates from its Member States to apply for the following post:

POST: ERP/SAP Analyst for Human Resources

LOCATION: Darmstadt, Germany

**DURATION
OF INITIAL
CONTRACT:**

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

BACKGROUND: Within the ERP Team of the Information and Communication Technologies (ICT) Division, the ERP/SAP Analyst for Human Resources will provide SAP support to internal users, working with other ERP team members specialised in various SAP modules and SAP administration and with the support of expert users and an outsourced SAP application maintenance service for problem solving and enhancements.

DUTIES:

The main duties will be as follows:

- Support day-to-day operations of the EUMETSAT SAP System with emphasis on SAP for Human Resources (Payroll, HR Budgeting, Time Management, Employee Administration, Employee Self Service, Training and Recruitment) as well as usage of Business Intelligence Reporting, including:
 - Provision of SAP application support to internal users;
 - Resolving reported incidents in coordination with the outsourced SAP application maintenance service;
- Organise the user feedback, consolidate and prioritise requirements for SAP HR enhancements in cooperation with expert users;
- Implementation and test of enhancements to the ERP system, involving the outsourced SAP application maintenance service and the expert users;
- Support user training and process-related documentation.

QUALIFICATIONS:

- University Degree (or equivalent) in a relevant discipline or comparable qualification is required.

SKILLS AND EXPERIENCE:

- Full proficiency in the use of SAP ERP systems and Excel;
- Knowledge/experience in HR processes and related SAP concepts in areas such as Payroll, HR Budgeting, Time Management, Employee Administration, Employee Self Service, Training and Recruitment;
- Knowledge of third party recruitment tools would be an advantage;
- Basic understanding of SAP reporting concepts in different modules, and proven experience of SAP Business Intelligence;
- Proven experience in providing SAP support to end-users;
- Experience in SAP application maintenance lifecycle, including writing requirements, performing testing and verification activities;
- Ability to prioritise, plan, solve problems and consistently meet deadlines;
- Excellent communication skills and the ability to work in and across teams.

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French.

CLOSING DATE: 30 April 2018

Interviews are tentatively scheduled for week 23/2018.

Applications in English or French should be sent via our online form attaching curriculum vitae and covering letter quoting Reference VN(17)27 (*re-issue*) at

www.eumetsat.int

This post is graded A2/A3 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,443.81 per month (net of internal tax) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT. EUMETSAT does not operate a nationality quota system but, in recruiting Staff members, the geographical distribution will be taken into account.