

VACANCY NOTICE

HR Analyst (Payroll)

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 provide 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: HR Analyst (Payroll)

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: The Human Resources Division is responsible for the definition and implementation of employee policies and for the management of HR processes, including planning and financial aspects.

DUTIES: The main duties of the post will be to:

- Delegated responsibility for timely establishment and accurate processing of monthly payroll using an ERP system;
- Processes invoices, creates purchasing requisitions using an ERP system;

- Assists the Human Resources Manager in the preparation, implementation and monitoring of the annual HR budgets;
- Participates in HR related projects as required for the improvement of HR administration processes and services;
- Assists in the implementation of Staff Rules and Staff Instructions, with a focus on calculation and payment of benefits;
- Assists in general reporting/preparation of statistics for the HR Division;
- Assists in issuance and extension of employment contracts;
- Serves customer queries on HR administrative matters.

QUALIFICATIONS:

A full secondary education and ideally evidence of post-secondary level training in payroll or another related HR area.

SKILLS AND EXPERIENCE:

- Minimum three years professional experience in HR preferably acquired within an international environment;
- Very good knowledge of common software packages like Microsoft Word, Excel and Access and a sound knowledge of SAP/R3 HR or similar, with focus on Payroll and Organisation Management.

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have a working knowledge of French. Knowledge of German might be an asset.

CLOSING DATE: 25 July 2018

Interviews are tentatively scheduled for week 35/2018.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)43) at

www.eumetsat.int

This post is graded B3/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 3,625 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.