



EUROPEAN AVIATION SAFETY AGENCY
VACANCY NOTICE REF.: EASA/AST/2007/078

HR Assistant - Staff Administration (F/M)
Temporary Agent (AST3)

Applications are invited for the post of **HR Assistant (Staff Administration)** within the **Administrative Directorate** of the European Aviation Safety Agency established by European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (*OJ L 240, 7.9.2002*) on common rules in the field of civil aviation and establishing a European Aviation Safety Agency. The Agency is located in Cologne, Germany.

The Agency:

The European Aviation Safety Agency (EASA) is an agency of the European Union, which has been given specific regulatory and executive tasks in the field of aviation safety. The European Aviation Safety Agency is a key part of the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe.

The Agency assists the European Commission in preparing EU legislation on civil aviation safety and environmental compatibility. It also develops its own standards (certification specifications and guidance material) to facilitate the implementation of its objectives.

For further information, please refer to our website: <http://www.easa.europa.eu>

The Administrative Directorate:

The Administration Directorate provides for a strong infrastructure on which to build the organization, managing facilities, human resources, finance, information technology, procurement and outsourcing contracts.

The Human Resources department is responsible for the efficient and effective recruitment, development and training of EASA staff. It is also responsible for personnel administration and working conditions.

Job description:

Reporting to Head of Human Resources, and teaming up with the colleagues in the staff administration section, the post holder will ensure the correct administration of EASA personnel matters in line with the EU Staff Regulations, the Conditions of Employment of Other Servants of the European Communities, and the relevant implementing rules.

Main responsibilities:

- Ensure the administrative management of entitlements and benefits for staff (including: determination of individual rights, payroll, contracts, administration of personal files);
- Ensure the correct and timely preparation of payments related to the payroll, in cooperation with the Finance Department;
- Ensure the follow-up of the personnel budget execution and forecast, and assist the Head of HR in the personnel budget planning;
- Assist in the implementation and maintenance of HR databases, ensure the correct and timely update of HR information through IT tools, and prepare HR-related statistics and reports;
- Develop and implement administrative procedures in the area of personnel administration;
- Contribute to the design and delivery of the induction programme for newcomers, and of the administrative procedures for staff leaving the organisation;

- Ensure timely information to staff on issues related to individual rights and changes in the relevant rules;
- Liaise with relevant services in the European Commission and other EU Institutions and Agencies on issues related to personnel administration;
- Manage service level agreements and contracts established in the framework of personnel administration.

Qualifications and experience required:

A. ELIGIBILITY CRITERIA:

A1 A level of post-secondary education attested by a diploma and after having obtained the diploma, 6 years of relevant professional experience;

OR

A level of secondary education attested by a diploma giving access to post-secondary education and after having obtained the diploma, 9 years of relevant professional experience.

A2 Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties¹.

In addition, in order to be eligible the candidate must:

- Be a national of a Member State of the European Union, Norway, Iceland, Liechtenstein or Switzerland;
- Be entitled to his or her full rights as a citizen²;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved and
- Be physically fit to perform the duties linked to the post³.

B. SELECTION CRITERIA:

Essential

- At least 2 years of work in a field related to the job description;
- Education or training in relevant areas, such as human resources, administration, finance or other relevant subjects;
- Very good knowledge of computerised office tools (MS-Office);
- Experience in the use of databases;
- Precision and accuracy in working with figures;
- Prominent personal probity and highly developed sense of legality and confidentiality;
- Strong commitment to promote a service minded and customer oriented administration;
- Ability to establish and maintain excellent working relations at all levels in a multicultural context;
- Very good knowledge of both written and spoken English.

¹ In addition, in order to be eligible to a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

² Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

³ Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d).

Advantageous

- Specific training and qualifications in human resources, and in particular in personnel administration;
- Experience in personnel administration and payroll within EU Institutions and Agencies;
- Knowledge of EU Staff Regulations and of relevant implementing rules;
- Familiarity with computerised budgetary systems, in particular SI2/Sincom2;
- Ability to work within tight deadlines;
- Knowledge of French and/or German.

Engagement and conditions of employment:

A contract offer will be made as a member of the temporary staff pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities⁴ for a five-year period, which may be renewed. The probationary period is 6 months. **The successful candidate will be recruited in grade AST3.** The basic monthly salary for grade AST3 (step 1) is 3.134,02 €. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.

Also, EASA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Annual leave is calculated on the basis of two days per calendar month plus additional days for age, grade and distance from the place of origin. In addition, the Agency offers an average of 16 bank holidays per year. Adequate sick leave is available.

The jobholder will be engaged by the Executive Director on the basis of a list of suitable candidates proposed by the Selection Committee. Candidates should note that the proposal may be made public and that an inclusion on the list does not guarantee recruitment. The established list may be used for the recruitment of a similar post depending on the needs of the Agency and will be valid until 31/12/2008 (the validity of the list could be extended).

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

Declaration of commitment to serve public interest independently:

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

Selection Procedure:

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates whose application shows evidence of all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to undergo a competency assessment exercise and complete part of the process in their second EU language. The interview session will be held in Cologne, Germany.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the EASA website.

⁴ For further information refer to: http://ec.europa.eu/dgs/personnel_administration/publications_en.htm

Please note that applications will not be returned to candidates but will be kept on file by the agency. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

Submission of application:

For applications to be valid, the candidates must submit in a single A4-sized envelope **one (1) original and four (4) copies of all** the following documents:

- a completed EASA application form⁵;
- a motivation letter of no more than one page, explaining why the candidate is interested in the post and what would be her/his added value to the Agency if selected.

Candidates are kindly asked to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of your application, we strongly recommend sending your application by **registered mail**.

Applications delivered via email will not be accepted.

Do not send supporting documents with your application (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). Candidates invited for an interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

Closing date:

Applications must be sent no later than **05/12/2007**.

Please note that in order to be considered, the applications received are required to be dispatched within the deadline; the postmark date will serve as a proof.

Please send your application to:

Mail and registered mail:

European Aviation Safety Agency

Human Resources - Recruitment Section

Ref.: EASA/AST/2007/078

Postfach 10 12 53

D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency

Human Resources - Recruitment Section

Ref.: EASA/AST/2007/078

Ottoplatz 1

D-50679 Cologne, Germany

⁵ This document is available on the following website: http://www.easa.europa.eu/home/g_recruitment_main.html