

VN 26/53 Junior ERP Project Support Analyst

Ready to launch your career with Europe's meteorological satellite agency? At EUMETSAT, we are not just monitoring the weather and climate from space—we are shaping the future of weather and climate science, 24/7, 365 days a year.

Join our ICT team and contribute to the evolution of EUMETSAT's enterprise business applications. As a Junior ERP Project Support Analyst, you will work closely with Finance, Human Resources, Procurement and ICT specialists to support the implementation, enhancement and evolution of EUMETSAT's ERP solutions and related business applications.

You will gain hands-on experience in analysing business processes, supporting ERP system improvements, and participating in digital transformation initiatives. Whether helping to streamline financial planning processes, supporting human resources workflows, or contributing to the implementation of new SAP capabilities, you will play an active role in improving the efficiency of EUMETSAT's corporate services.

With EUMETSAT, your work isn't just a job: it's a mission to empower decision-makers, protect communities, and safeguard our planet.

Duties

- Support ERP-related projects and initiatives across Finance, Human Resources, Procurement and other corporate functions.
- Assist in analysing, documenting and improving business processes and system requirements.
- Contribute to the implementation, testing and deployment of ERP solutions and system enhancements.
- Prepare and maintain project documentation, business process documentation, user guides and training materials.
- Support reporting and process improvement activities.
- Assist in coordinating activities with external service providers, consultants and software vendors.



LOCATION

Darmstadt, Germany



QUALIFICATIONS

University degree, or expected completion before the start date, in Information Systems, Business Administration, Finance, Human Resources, or a related discipline.



LANGUAGES

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



DEADLINE

4 January 2027

Skills and Experience

- Strong motivation to develop expertise in enterprise business applications, business process improvement and digital transformation.
- Excellent problem-solving abilities, including the ability to identify issues, investigate root causes and propose practical solutions.
- Good data analysis skills, including the ability to work with structured data, validate information and present findings clearly.
- Strong interpersonal and communication skills, with the ability to work effectively in multidisciplinary teams.

Practical knowledge or academic exposure to some of the following areas would be advantageous:

- Enterprise business applications such as SAP ERP, SAP S/4 HANA or Cornerstone OnDemand.
- Finance processes including budgeting, accounting, financial reporting, planning and controlling.
- Human Resources processes including recruitment, personnel administration, payroll or talent management.
- Business process analysis, modelling and documentation methodologies.
- Familiarity with data analysis, transformation and visualisation tools, or programming and query languages, such as advanced Microsoft Excel, Power Query, Power BI, SAP Analytics Cloud, Python, SQL or similar technologies.

Employment Conditions

The initial contract will be of 2 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.

This post is graded A1 on the EUMETSAT salary scales. The starting basic salary for this post is EURO 5,912 per month (net of internal tax but excluding pension contribution and insurances) 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.

About EUMETSAT

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 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.)

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