

# VN 25/40 HR Services Analyst (CLOSED)

## We are no longer accepting applications for this role

The Human Resources Division is responsible for the definition and implementation of employee policies and for the management of HR processes and supports the entire employee life cycle including recruitment, learning and development, performance and reward management, administration of benefits and Social Security services and employee relations for over 700 employees.

Within the Human Resources Division, the HR Services Team is responsible to ensure the flawless delivery of important HR processes in accordance with the EUMETSAT Staff Rules: e.g. issuing employment contracts, making home leave travel arrangements, administering education allowances, coordinating the annual grading review and promotions' processes, etc. Furthermore, the HR Services Team is the first point of contact for most employee inquiries.

We are now seeking an experienced HR Services Analyst with a strong customer orientation and a high sense of responsibility and conscientiousness. The successful candidate will be responsible for assigned HR administrative processes and provides support on various administrative HR matters.

## Duties

- Provides support in the implementation of Staff Rules and Staff Instructions, with a focus on calculation and payment of benefits, especially in the areas of home leave and other statutory travel arrangements, and education allowances.
- Answers customer queries and resolving issues on HR administrative matters and thereby providing excellent customer
- Participates in HR related projects as required for the improvement of HR administration processes and services.
- Supports the Staff Contract Review Board process by monitoring and managing requests, handling documentation, and preparing contract renewals.
- Supports filing, archiving and general administrative tasks for the efficient running of the HR Administration



### LOCATION

Darmstadt,  
Germany



### QUALIFICATIONS

A full secondary education and ideally evidence of post-secondary level training in HR or finance.



### LANGUAGES

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



### DEADLINE

7 August 2025



service to the organisation's employees.

- Taking the lead for various administrative processes, such as Promotion Board, Statutory Travel, Staff Contract Renewal Process, etc.
- Supports all administrative processes around issuance of contracts for temporary and local employees.

team within the HR Division when and if needed.

- Serve as a back-up on other administrative tasks.

## Skills and Experience

- Team-player with experience in HR administration, preferably acquired within an international or multi-cultural environment and with attention to detail.
- Excellent communication skills, proactivity and a strong customer service orientation.
- Very good knowledge of MS Office (Word, Excel and Outlook).
- Sound knowledge and hands-on experience of SAP/HR or another ERP system.

## Employment Conditions

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.

This post is graded B3/B5 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 4888 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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