

# Internship in Human Resources Division

The HR Business Partner (HR BP) team at EUMETSAT manages a wide range of HR processes, projects, and activities, ensuring high-quality service to both management and staff. Working within an intergovernmental organization offers unique experiences not typically found in the industry. We take pride in our diverse workforce, which includes around 30 nationalities, the expertise of world-renowned scientists and engineers, and the global reach of our services to our member states, who act as key stakeholders. The intern will support the HR BP team in two important projects, enhancing their HR knowledge and project management skills in an intergovernmental context.

## • Early Career Employment Programme (ECEP)

As part of EUMETSAT's *recruitment for potential* approach, the HR Business Partner team is further developing the Early Career Employment Programme (ECEP), a two-year programme designed for recent graduates and young professionals with limited work experience, helping them launch a professional career at EUMETSAT.

The goal is to make the programme more attractive to high-potential candidates from across all EUMETSAT member states, ensure it remains competitive with similar initiatives in other intergovernmental organisations and industry, and strengthen its role within EUMETSAT. Furthermore, we strive to attract a more diverse range of candidates for our engineering and scientific positions, reinforcing our commitment to diversity and inclusion in the workplace.

In more detail:

As an intern, you will play a key role in shaping the future of ECEP. You will review the current programme, benchmark it against best practices, and propose improvements to both the recruitment process and programme content. This will involve:

- Conducting interviews with current and former participants as well as stakeholders
- Gathering feedback through multiple channels
- Exploring innovative approaches to early career development, improving the gender diversity in our early career STEM positions

By bringing your knowledge of Gen Z, you will help design creative, forward-looking ideas to strengthen the programme's impact and appeal.



### LOCATION

Darmstadt, Germany



### QUALIFICATIONS

The internships are open to bachelor and master students with mandatory internship requirements in preferred areas of studies such as Human Resources, Business Administration, Economics, Psychology or Social Sciences; however, an interest in the topics is more important.



### LANGUAGES

The official languages of EUMETSAT are English and French. It is necessary to be able to work effectively in English.



### DEADLINE

3 November 2025

## • Exit Process

EUMETSAT is currently implementing the HR software suite Cornerstone to digitalise and streamline talent management processes such as recruitment, onboarding, and performance management as well as learning and development. One important area not yet addressed is the exit process for departing colleagues.

In this project, you will conduct an end-to-end review of the exit process, engage relevant stakeholders and propose improvements for efficiency, consistency, digital integration, and organisational value.

In more detail:

- Analyse the current exit process end-to-end
- Meet with colleagues involved in or potentially contributing to the process, e.g. the Information Management team, Library, IT, etc.
- Propose ways to make the process more efficient, consistent, and valuable for both colleagues and the organisation
- Explore how the exit process could be integrated into Cornerstone, ensuring alignment with other digitalised HR processes

## Duties

Support the HR BP team in advancing the two above-described HR projects by:

- Working with colleagues across the organisation and gaining insight into HR practices in an international setting;
- Collecting, reviewing, and analysing information and data;
- Actively proposing ideas and suggestions for improvement;
- Explore opportunities;
- Drafting recommendations based on findings, including integration into the HR software suite.

## Skills and Experience

- Have the ability to work effectively in English;
- Be computer literate;
- Be intrinsically motivated and curious about the internship subject;
- Be able to work independently and collaboratively;

- Have the ability to take the initiative in researching ideas;
- Have the ability to collect, collate, conceptualize and present information clearly.

Additional specific requirements:

- Good knowledge of Microsoft Office.

## Employment Conditions

Length of internship: **3 months**

Anticipated start date: **2026**

The internship will require a non-disclosure agreement and potentially a basic background check for the intern, due to the sensitivity of the provided information.

No salary is paid to interns who are still in studies, however a daily allowance and contribution to travel / accommodation costs may be provided.

As of 1 January 2026, interns may be granted a daily allowance of EUR 25 per day, relocation cost reimbursement of up to EUR 400, and accommodation cost reimbursement of up to EUR 1000 per month.

Interns are responsible for providing their own health and accident insurance and for finding their own accommodation in Darmstadt.

Consideration may also be given if the internship is not a mandatory part of curriculum, for a maximum duration of three months.

**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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