

# VN 24/12 Recruitment Officer (CLOSED)

The Human Resources Division is responsible for the definition and implementation of employee policies and for the management of HR processes related to 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 approx. 700 employees.

Within the Human Resources Division, the Recruitment Team is responsible for the development and execution of the overall recruitment strategy, ensuring that EUMETSAT attracts, hires and effectively on-boards the required talent to meet the challenging organisational objectives.

Reporting to the Recruitment Manager, the Recruitment Officer will be responsible for overseeing, delivering and supporting all aspect of the recruitment lifecycle for the recruitment of permanent staff, ensuring a seamless, efficient and professional experience for both candidates and stakeholders.

## Duties

- Contribute to the end-to-end recruitment process, ensuring full compliance with all rules and regulations applicable to the recruitment, selection and on-boarding processes.
- Conduct candidate sourcing activities such as leading outsourced recruitment agency briefings (in participation with hiring teams), posting vacancies on job boards, participation in job fairs and industry events, maintaining candidate pools;
- Lead designated recruitment campaigns in the capacity of interview
- Coordinate and conduct salary and benefits negotiations with proposed candidates, ensuring fairness and consistency;
- Act as recruitment partner and first point of contact to assigned new joiners throughout the post-interview / on-boarding process;
- Reply to recruitment related queries from candidates and internal customers;
- Support the management of cross-organisational and divisional HR projects such as the development of a behavioural interview question database; and



### LOCATION

Darmstadt,  
Germany



### QUALIFICATIONS

A university degree in a relevant subject (HR, Business Administration, Social Sciences). A degree in any subject, plus a subsequent qualification in HR is also acceptable. Evidence of continuing professional development in HR is mandatory.



### LANGUAGES

Candidates must be able to work effectively in English and have some knowledge of French.



### DEADLINE

16 May 2024

board secretary. This includes developing appropriate technical and well as behavioural and competency-based interview questions, participating in interviews, steering interview board discussions, drafting interview reports;

- Contribute to the formulation and improvements of EUMETSAT's recruitment and on-boarding policies, Staff Rules and lower-level instructions.

## Skills and Experience

- Successful hands-on experience of delivering recruitment and on-boarding processes for a technical or scientific (preferably international) organisation;
- Experience of conducting technical, behavioural and competency based interviews;
- Experience of negotiating the salary and benefits packages of employment contracts;
- Some experience of overseeing the activities of external / outsourced recruitment service providers;
- Methodical and organised approach to work with an aptitude for detail and accuracy but still maintaining a broader perspective;
- Ability to balance a strong customer service orientation with the required level of process discipline;
- Excellent team-working, communication and presentation skills, pro-active attitude and the ability to work autonomously with a minimum of supervision under high workloads.

## 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 A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 7,146.98 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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