

Training Opportunity for Portuguese Trainees

Reference	Specialist Area	Duty Station
PT-2017-HIF-HPT	Learning and Development Team	ESTEC
<p>Overview of the Division missions:</p> <p>The Competence and Policy Centre creates, integrates and delivers strategies, policies and operational solutions, enabling ESA to attract and develop a competent, effective, flexible and motivated workforce supporting the Agency's objectives, to successfully drive organisational evolution and to foster a culture of transparency, cooperation and continuous learning, whereby staff realise their full potential for the success of ESA.</p> <p>The Learning & Development team within the Competence and Policy Centre is responsible to develop a learning organisation which promotes active cooperation, knowledge and experience sharing and continuous learning while enabling the Agency to develop and maintain its technical, managerial and leadership capabilities. The team is also involved in elaborating methodologies for competence planning in close coordination with workforce planning. Finally, the team is in charge of internal HR communication.</p>		
<p>Overview of the field of activity proposed:</p> <p>In ESA we work in a highly specialised and international environment where space-related technologies evolve rapidly. Various sets of skills and competencies are needed to perform the Agency's activities and they need to be continuously adapted to match new challenges. Learning and development is key to ensuring that competencies and skills remain aligned with ESA's strategic and operational priorities. Our team is offering a training opportunity covering the following activities:</p> <ul style="list-style-type: none"> • forecasting and monitoring the short- and long-term ESA-wide (technical) competency requirements based on a continuous analysis and monitoring of the Agency's (technical) needs and in close collaboration with the relevant ESA technical experts; • facilitate the creation of common learning opportunities in the technical training domain in collaboration with European universities, R&D institutes and industry; • support the implementation of (new) learning and development activities including the evaluation and monitoring of the quality e.g. lunch lectures, one-off events/workshops, internal training courses; • support learning & development reporting and statistics; • support the benchmarking of learning & development policies, resources and processes including different training delivery methodologies such as e-learning and blended learning; • support the implementation of a new Learning Management System; • contribute as required to ad-hoc projects. <p>The team is also involved in upgrading our internal information system, and in this context, this training opportunity would also cover the restructuring of our website to allow a better information flow to staff about all the HR information they need as employees. This will involve some project organisation, creating documentation and information structures, creating contents and interacting with colleagues to do so.</p> <p>Depending on the profile of the candidates, the mix of activities can be adjusted.</p>		
<p>Required Education:</p> <p>Applicants should have just completed, or be in their final year of a University course at Masters Level (or equivalent) in a technical or scientific discipline. Ability to understand different technical and scientific domains is a requirement and a demonstrated interest in learning and development would be an asset. Applicants should have good interpersonal and communication skills and should be able to work in a multi-cultural environment, both independently and as part of a team. Applicants must be fluent in English and/or French, the working languages of the Agency. An excellent proficiency in English is required.</p>		