

## Training Opportunity for Portuguese Trainees

Reference	Specialist Area	Duty Station
PT-2019-HIF-HPT	HR Marketing and Learning Team	ESTEC
<p><b>Overview of the Division missions:</b></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 &amp; 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. As from 2016, the team is also in charge of HR Marketing and communication. In this respect the team is looking for help in the HR Marketing activities.</p>		
<p><b>Overview of the field of activity proposed:</b></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. Our team is key to ensuring that competencies and skills remain aligned with ESA's strategic and operational priorities and also key to find the right workforce. The HR Marketing team is also in charge of presenting ESA as an attractive employer as a hub of technical expertise and knowledge for space activities.</p> <p>Our team is offering a training opportunity covering the following activities:</p> <ul style="list-style-type: none"> <li>• Managing a portfolio of universities and academic institutions with whom ESA maintains ties to gain exposure to potential job applicants. Setting up and managing dedicated contact lists and networking initiatives for dissemination of HR information;</li> <li>• Supporting the scheduling and organising career events such as job fairs, international days and road-shows;</li> <li>• Participation in job fairs and career events;</li> <li>• Contributing to the preparation of the annual HR Marketing Plan;</li> <li>• Contributing to reporting on HR Marketing activities including the preparation and publication of the HR Marketing Annual Report;</li> <li>• Analysing the impacts of the HR Marketing activities</li> <li>• Contribute as required to ad-hoc projects such as annual ESA's Young Professional Event.</li> </ul> <p>The team is also involved in upgrading our internal information system, and in this context, this training opportunity would also cover the updating 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. Depending on the profile of the candidates, the mix of activities can be adjusted.</p>		
<p><b>Required Education:</b></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>		