

## **ECHA/TRN/2022/002 – Human Resources Unit (R2)**

The Human Resources (HR) unit manages the Agency's most valuable resource - our employees - effectively, efficiently and in compliance with applicable EU rules and good management practice. We are responsible for recruitment and selection, managing our staff's contracts and benefits, implementing HR policies and ensuring a positive working environment through continuous learning and development opportunities.

### **Assignment**

The successful applicant will support the different HR teams in implementing their various tasks under the Unit's work plan and the Agency's [HR Strategy](#). More specifically, the successful applicant will get the opportunity to experience the full scale of HR services in an EU Decentralised Agency, and his/her assignment will entail the following tasks:

- Contributing to the implementation of ECHA's HR strategy;
- Contributing to ECHA's internal and external selection procedures for staff, by drafting vacancy notices and supporting the selection committees and candidates during the selection, interview and assessment stages;
- Contributing to the continued integration of ECHA's general competency framework to all processes;
- Contributing to the Agency's wellbeing activities;
- Contributing to different career management processes, including establishment of career paths;
- Contributing to the establishment of entitlements and individual rights;
- Contributing to the organisation of ECHA's learning and development activities;
- Ensuring that staff HR queries and needs are supported in an efficient and customer-oriented manner.

### **Profile**

- Completed university degree in social science (e.g. psychology, human resources management or business administration);
- Ability to take responsibility for specific areas of work and see actions through to completion ensuring that the deadlines are met;
- Good communication and interpersonal skills;
- Proficiency in MS Office (specifically Excel);
- Good communication and interpersonal skills;
- Aptitude for team work as well as cooperative and customer-oriented attitude;
- Good English skills both written and spoken (as this is the working language of the Agency).

**Starting Date:** 01 March 2022

**Duration:** 6 months

**Deadline for applications:** 31 October 2021 at noon 12:00 Helsinki time (11:00 a.m. CET)