Traineeships in Human Resources

Reference 2019-057-TRA

<table>
<thead>
<tr>
<th>Type of contract</th>
<th>Traineeship</th>
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<tbody>
<tr>
<td>Salary</td>
<td>The trainee grant is €1,070 per month plus an accommodation allowance.</td>
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<td>Working time</td>
<td>Full-time</td>
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<td>Place of work</td>
<td>Frankfurt am Main, Germany</td>
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<tr>
<td>Closing date for applications</td>
<td>23 April 2019</td>
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Your team

You will be part of the Directorate General Human Resources and will help us to deliver on our vision: thrilled and talented people working for a prosperous Europe. With around 100 staff members, the Directorate General provides services to approximately 3,300 employees. You will join one of the Directorate General’s three divisions – the Business Partnering Division, the Talent Management Division or the Employee Services Division – and help us to develop agile, customer-centric and strategic HR solutions and services in the areas of talent acquisition, leadership, business partnering, performance and talent management, and employee health and well-being.

The position offers you excellent opportunities to gain an insight into the work of the Directorate General Human Resources and the functioning of the ECB. You will be part of a multicultural team that strives for continuous innovation to make a positive impact on the lives of European citizens.

The ECB is an inclusive employer and we strive to reflect the diversity of the population we serve. We encourage you to apply, irrespective of your gender, gender identity, ethnicity, sexual orientation, age, religion, disability or other characteristics.

Your role

You will contribute to the ongoing work of the team or division to which you are assigned, for example by preparing presentations, conducting data analysis, carrying out market research or benchmarking studies, creating and running surveys and contributing to the organisation or delivery of various HR operational tasks, initiatives and events.

Based on your education, areas of expertise or knowledge, and, where possible, your preferences, you will be assigned to one or more of the following teams:

European HR initiatives team – contributing to the development and organisation of HR initiatives spanning the entire European System of Central Banks (ESCB), with a key focus on the training and development initiatives of the ECB, the national central banks and the national competent authorities;
Career and Performance Management team – contributing to the development, design and implementation of a career management framework and/or performance management related policies and services according to best practice;

Health and Staff Integration Services team – developing and implementing the ECB’s corporate health policies and processes (e.g. health-related insurance lines, sick leave administration, medical services and support for colleagues with disabilities), supporting social integration and producing relevant communication and information materials;

HR Business Partner team – acting as an interface between HR and the business areas on people and staffing matters, rolling out HR initiatives and processes, identifying and directly advising on the needs of the ECB business areas, including workforce planning and performance management, and following up on staff engagement surveys, mobility initiatives and specific client-driven projects;

Talent Acquisition team – supporting recruitment processes through data analysis, market research and benchmarking, and contributing to employer branding and talent attraction initiatives;

Talent and Leadership Development team – enhancing the ECB’s talent development framework by helping to design and implement strategic workforce planning and setting up and enhancing specific talent development programmes;

Working Culture team – supporting interaction with internal and external stakeholders from the different staff representation bodies, the ECB’s efforts to promote diversity and inclusion, and the implementation of HR communication activities.

Qualifications, experience and skills

Essential:

- a bachelor’s degree or higher in human resources management, business administration, employment/industrial relations, social and organisational psychology, law (preferably EU employment law or social security law), or another relevant field;

- an advanced command of English and an intermediate command of at least one other official language of the EU;

- a very good knowledge of the MS Office package, in particular Word, Excel and PowerPoint.

Desired:

- an understanding of, and/or practical experience in, one or more of the following areas: diversity and inclusion, employee engagement, employer branding, employment law, HR communications, employment relations, learning and development, leadership development, organisational psychology/culture, performance management, career management, recruitment/talent acquisition, corporate health management, HR analytics;

- knowledge of data visualisation and reporting tools (e.g. Tableau, SAP Lumira, etc.)

You are curious and eager to learn, and want to further develop your ability to analyse complex
information. You are keen to collaborate with others, pursue team goals and learn from other people’s diverse perspectives. You strive to know and anticipate stakeholder needs, and will signal any need for change and propose alternative solutions.

Further Information

For additional information on this specific vacancy, you can join a live chat session on Graduateland between 10:00 and 12:00 on Monday, 15 April 2019.

Traineeship of between 3 and 12 months in total.

The recruitment process for this position may include a pre-recorded video interview at the pre-selection stage and – if you are invited to participate further in the selection procedure – a WebEx interview.

Application and selection process