

THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA) is seeking to recruit An HR OFFICER

Come join the EU-OSHA - a dynamic Agency of the European Union based in the highly liveable city of Bilbao, Spain! We are a team of 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention.

We are seeking a positive, flexible, and enthusiastic teammate with a passion for human resources, experienced in contributing to selection and recruitment processes, overseeing employees financial rights, for a long-term renewable three-year contract¹.

In our vibrant and respectful multicultural environment, we foster work-life balance and offer flexible working arrangements such as part-time work, flexible hours, and teleworking.

By joining EU-OSHA, on top of receiving an attractive salary, you would be covered [by EU Joint Sickness Insurance](#) and would contribute [to EU pension scheme](#). For more information on our activities, go [to http://osha.europa.eu](http://osha.europa.eu) and for more details on contractual and working conditions, go to [section 6](#) of this vacancy notice.

If you meet all eligibility criteria (section 3), have the profile we are looking for and want to join the EU-OSHA team, just **send us your application no later than Wednesday 6 November 2024 at 13h00 Bilbao Time!**

EUOSHA/CA/24/01 – HR OFFICER (FG III)²

1 JOB FRAMEWORK

The HR Officer is part of the dynamic HR Section within the Resource and Service Centre Unit (RSC). The HR Section is composed of 4 staff members. It is thus small, which requires the ability to adapt to different tasks and levels of tasks, spontaneously supporting teammates when and where needed, from administrative to more HRM content areas.

Under the supervision of the Human Resources Manager and reporting to the Head of Unit, the HR Officer will contribute to the management and implementation of HR processes and procedures in particular related to employee' rights administration and recruitment.

2 JOB PROFILE

The HR Officer will have the following:

a) Specific duties:

- Contribute to the management of the selection and recruitment processes, timely following and documenting each step, from the launch of the Vacancy Notice, till the issuance of the job offer and related employment contract. Welcome the new colleagues during the induction process.

¹ It may be renewed for a five-year period. Any further renewal would be for an indefinite period.

² This document – originally prepared in English language - may be **machine** translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

- Oversee employees' working patterns requests (hybrid working, part time etc.) and their financial rights at the start and end of service, ensuring accurate information is provided to them and to the (external) Paymaster's Office (PMO). Ensure correct related data input into HR software and digital systems.
- Oversee employees' absences, liaising with the external Medical Service when necessary.

b) Generic duties

- Contribute to developing, reviewing HR policies and implement them in line with regulatory framework, providing guidance to employees and Management on best practices in assigned areas of work.
- Identify opportunities for process improvements and suggest solutions.
- Ensure timely, effective and transparent internal communication, fostering a positive and trustful work environment.
- Prepare comprehensive reports, data and analyses using different software and systems.
- Translate external service needs into technical specifications for HR-related contracts in assigned areas of work. Perform contract management and related financial transaction tasks.
- Manage documents and personal data in accordance with related rules.
- Perform any other relevant activities assigned by the HR Manager or Head of Unit.

3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements:

General conditions

Candidates must:

- be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement)
- have fulfilled any obligations imposed on them by the applicable laws on military service;
- produce the appropriate character references as to their suitability for the performance of their duties³;
- be physically fit to perform the duties.

Education

Candidates must have:

- a level of post-secondary education attested by a diploma, **or**
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only diplomas that have been awarded in EU member states⁴ or that are the subject of equivalence certificates issued by authorities in the said member states will be taken into consideration.

Knowledge of languages

Candidates must possess a thorough knowledge⁵ of one of the official languages of the EU and a satisfactory knowledge⁶ of another EU language to the extent necessary for performance of his/her duties.

³ Prior to appointment, evidence of no criminal record is needed.

⁴ Diploma obtained in UK before 31/01/2020 are automatically recognised and are thus not subject of equivalence certificates.

⁵ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#).

⁶ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

Important recommendation

Please note that only candidates who meet all the listed eligibility criteria will be considered for the selection process. We kindly ask that **individuals who do not meet these criteria refrain from submitting an application**, as doing so will not advance their candidacy.

We appreciate your understanding and cooperation in ensuring that only eligible candidates apply."

4 SELECTION CRITERIA

The following criteria will be used to assess candidates through their application⁷, interview and written test(s).

4.1. Essential

Candidates must have:

Professional experience and skills

- At least three years of professional experience⁸ following the award of the post-secondary education (or six years, in case of secondary education) in line with the duties under the job profile, including in particular hands-on experience in supporting smooth running of selection procedures and/or in overseeing employees financial rights;
- Experience in working with different HR software;
- Excellent digital skills, in particular Excel, with high capacity to easily adapt to different tools and software;
- Excellent oral and written communications skills in English (C1)⁹.

Behavioural competencies

- Excellent analytical skills;
- High attention to details and accuracy;
- Strong ability to self-organise, delivering quality results in a service oriented way;
- Excellent interpersonal and teamworking skills.
- High sense of ethics.

4.2. Advantageous

The non-fulfilment of one or more of these advantageous criteria will not result in the candidate's exclusion from the selection process, but it may affect their chances of being invited for interview and written test(s).

- Education in Human Resources, Social Sciences or Psychology
- Good applied knowledge of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union
- Experience in the area of staff learning and career development;
- Experience in public procurement and/or budget planning and monitoring.

⁷ The motivation (or other information) candidates write in their application under the section "additional information" is not considered nor assessed during the screening of applications

⁸ Only duly documented remunerated professional activity is taken into account.

⁹ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Nadège Perrine, Iuliana Branzei, Ioannis Anyfantis.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule constitutes grounds for disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the procedure (EUOSHA/CA/24/01).

The selection procedure will be carried out in three phases.

Phase 1 – Screening of applications¹⁰

The Selection Committee will evaluate the information¹¹ provided in the applications against the selection criteria outlined under “Professional Experience and Skills” in Section 4. Applications that best meet these criteria will then be further reviewed to ensure they meet all required eligibility criteria listed in Section 3, with support from the HR Section. All criteria must be met by the application deadline. Approximately six candidates are expected to advance to Phase 2. Tentatively, the interview and written test(s) are scheduled for early December 2024.

Candidates can check the status of their application through the EU-OSHA eRecruitment tool. This step typically occurs within one month after the aforementioned tentative date.

Phase 2 – Interviews and written test(s)

The Selection Committee will assess candidates’ professional experience, knowledge, skills and behavioural competencies as per section 4, as well as motivation.

The interview and written test(s), a part of which will be in anonymized form, will be carried out in English and remotely.

For candidates who have English as their mother tongue or first language, the level¹² of their 2nd EU language as declared in their application will be tested using appropriate means. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to behavioural competencies and motivation and at least 70% of the points allocated to professional experience, knowledge and skills.

Phase 3 – Possible Job Offer

Considering the list submitted by the Selection Committee, the Executive Director will decide on the most suitable candidate for a possible job offer and/or the inclusion of suitable candidates in a reserve list, if any. Before doing so, he may discuss further with one or more candidates regarding their background and motivation.

This step is planned to take place within one month after the date of interview. The reserve list, if any, will be valid until 31/12/2025 and may be extended. Inclusion in the reserve list does not guarantee

¹⁰ At any phase of the procedure, candidates may be requested to provide additional information or documents. They may be disqualified if, at any stage of the procedure, it is established that the information in the application is incorrect or incomplete.

¹¹ The motivation (or other information) candidates write in their application under the section “additional information” is not considered nor assessed during the screening of applications (Phase 1).

¹² Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

being offered a job.

Prior to a possible job offer references check may be arranged.

When such a position becomes vacant or needs to be covered, the Executive Director may offer a job to a candidate in the list whose profile best matches EU-OSHA's needs at that time.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union¹³ (CEOS) for a long-term contract of three years as Contract Agent Function Group (FG) III, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

The EU-OSHA will be bound to the job offer only where the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all requested documents proving for instance, their eligibility,
- undergone the compulsory medical examination that establishes they meet the standard of physical fitness necessary to perform the duties involved,
- have informed EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position is based in Bilbao and staff members are required to reside in Bilbao or its surroundings. The jobholder will work in a multicultural environment where on-going dialogue between management and staff, including representatives of the staff, is regarded as vital.

At EU-OSHA we foster flexible working arrangements and strive for our staff work-life balance. For instance, in accordance with current applicable rules, working time is based on an average of 40-hour working week and we offer part-time work, flexible working hours and teleworking. **Teleworking from Bilbao and its surroundings** is possible for **up to 60% per week**. In addition, it is also possible to telework for **up to 10 days per year from outside Bilbao and its surroundings**.

Pay and other benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 92.40 %).

Staff **may be** entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Contract Agent Function Group III grade 8 (i.e. with up to 5 years of professional experience) is of around 3100 Euro for an expat, single, and 4500 Euro for an expat with 2 children at pre-school.

¹³ The full text is available [here](#).

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse some expenses incurred, notably removal expenses.

From day 1, staff are covered against sickness and accident through the EU Joint Sickness Insurance Scheme (JSIS). JSIS reimburses 80-85% of most healthcare costs and in case of accident, it reimburses up to 100%.

Staff have also the possibility to earn an EU pension after just 10 years of working for an EU institution. Normal retirement age is 66, but one can also retire as early as 58 with a deduction of the pension amount.

To read more on the advantages of working for EU-OSHA, please follow this [link](#).

7 APPLICATION PROCESS

Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

In case of a disability, please do inform Human Resources at recruitment@osha.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so that EU-OSHA can ensure your equal participation in the interviews/tests.

Application

Candidates must submit their [application through the Agency eRecruitment tool](#) [[here](#)].

Candidates need first to create an account in the eRecruitment tool and then to submit their applications.

The application must be submitted in the eRecruitment tool by **no later than Wednesday 6 November 2024 at 13h00 Bilbao Time**.

Candidates are strongly advised not to wait until the date of the deadline to submit their applications. EU-OSHA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise at the last minute.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the [website](#).

8 DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information please follow this [link](#).

9 LEGAL REMEDIES

Candidates can submit a request for review or a complaint within the set deadlines and as indicated in the following [link](#).