

**THE EUROPEAN SCHOOL OF ALICANTE
IS LOOKING TO RECRUIT**

**1 HUMAN RESOURCES ASSISTANT (M/F)
PART TIME 50%
2 years definite contract
starting from the 9th of January 2023**

Job offer

The European School of Alicante is looking for a part-time Human Resources (HR) Assistant (M/F) for a two-years fixed-term contract.

The HR Assistant will assist the Deputy Director of Finance and Administration of the school in the recruitment and administrative management of the school's employees.

Main tasks

The main tasks of the successful candidate will be to:

- Implementing the human resources management policy set by the management and the Office of the Secretary General of the European Schools.
- Analysing the school's human resources needs (teaching staff, administrative and service staff) and participating in the budget planning process and the preparation (and coordination with the cycles) of recruitments.
- Ensuring the administrative follow-up of employees, in close partnership with the accounting department (leave, contracts, pay, sickness, time clock, etc.) and the deputy directors.
- Implementing a continuous training plan within the school in application of the directive approved by the Board of Governors of the European Schools (2016-01-D-40): detection of staff training needs, development of training plans, implementation of training, evaluation of results, etc.
- Coordinating the evaluation of staff members according to the different statuses: planning evaluations, involving the different partners (line managers, relevant staff members, inspectors), harmonising the evaluation policy and helping to develop performance objectives.
- Maintaining relations with staff representatives: organising regular meetings with management, taking minutes of meetings, advise in managing individual and collective conflicts.
- Coordinating the recruitment process. Publication of vacancies and dissemination on the website, in other ES, internally and on other publicity platforms. Coordination with cycle secretaries for the selection procedure. Confirmation of recruitment to the candidate. Information to all candidates. Input for the preparation of employment contracts.
- Preparation of induction booklets for new members of staff. Organising induction meetings for new colleagues.
- Participating in the implementation of an internal control policy in accordance with the provisions of the Board of Governors of the European Schools.
- Follow-up of careers after recruitment (teaching staff members Administrative and ancillary Staff (AAS)):
 - Follow-up of staff members' services and drafting of any amendments, in direct relation with the Deputy Directors and the accounting department.
 - Follow-up of the time management system for AAS.
 - Correspondence with national inspectors and national authorities.
- Annual update of staff lists (AAS and, teaching staff).
 - Follow-up of seconded staff needs with national authorities.

- o Follow-up of the administrative and pedagogical file of teaching staff members.
- o Follow-up of the administrative file of the locally recruited staff.
- As required, any other administrative tasks requested by the management.

Required profile

- Higher education, preferably in human resources management.
- Very good knowledge of computers and office software (MS-Office).
- Knowledge of English or Spanish corresponding at least at C1 level (CEFR). Knowledge of the other language at least at B2 level (CEFR).

Assets

- Proven experience in human resources management.
- Knowledge of any other European language.
- Knowledge or experience in European Schools

Skills

- Ability to prioritise, work proactively and autonomously.
- Discretion and respect for the confidentiality of information and files to be processed.
- Sense of initiative and responsibility
- Sense of organisation, respect of deadlines.
- Good concentration and stress management skills.
- Ability to learn quickly and to use the tools created within our organisation.
- Good communication skills.
- Ability to deal with a demanding public in a multicultural environment.

We offer

- We are offering a contract in accordance with the Statute of the Administrative and Ancillary Staff of the European Schools.
- You can consult the service regulations for the AAS of the European Schools from the following document (Ref.: 2007-D-153-en) <https://www.eursc.eu/BasicTexts/2007-D-153-en-13.pdf>
- **Starting day: 9th January 2023**
- **Schedule:** The assistant will be working all week days
- **Type of contract: two years** definite contract
- **Salary:** initial minimum gross salary +/- 2.509€ month (extra payments included).

Your application

- Please send us your:
 - a) motivation letter (PDF)
 - b) CV (Europass) (PDF)
 - c) copies of your diploma(s)/certificate(s) (PDF).

to the following e-mail address: ALL-RECRUITMENT@eursc.eu

- **Deadline: 11.11.2022 (16.00 p.m.)**
- Please write in the subject of your e-mail “**2022/EE-PAS/10**”
- All documents must be sent to us in PDF format and must be named according to their content.
- You will receive a reply which will confirm that we have received your application.

Candidates who send us their applications after the deadline will not be considered.

Candidates who do not meet the requirements of the application procedure will have to be excluded.

All other will be ranked and the top ranking group will be invited for an interview. It is not excluded that a test would be also organised. Interviews will be organised in principle in two weeks' time since the deadline. Candidates invited to the interview will be contacted by phone and by e-mail.

Administrative and Ancillary Staff (AAS)

You can consult the conditions of employment for Administrative and Ancillary Staff at <https://www.eursec.eu/BasicTexts/2007-D-153-en-13.pdf>

Please consult our Privacy Statement to know our policy regarding the processing of personal data in the scope of recruitment (Ref.: 2018-03-D-23-en) https://escuelaeuropea.org/sites/default/files/2019-06/2018-03-D-23-en-2_ALICANTE.pdf

A “certificado de antecedentes penales por delitos de naturaleza sexual” (or equivalent certificate in other countries) must be provided before the engagement.

Please find a link to the European Schools www.eursec.eu as well as the link to the website of the European School of Alicante www.escuelaeuropea.org