



EUROPEAN CENTRAL BANK

EUROSYSTEM

## Traineeships in Human Resources

Reference 2018-199-TRA

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<b>Type of contract</b>	Traineeship of between 3 and 12 months in total
<b>Who can apply</b>	EU nationals eligible for our traineeship programme ( <a href="https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html">https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html</a> )
<b>Salary</b>	The trainee grant is €1,050 per month plus an accommodation allowance.
<b>Working time</b>	
<b>Place of work</b>	Frankfurt am Main, Germany
<b>Closing date for applications</b>	05 September 2018

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### Your team

You will be part of either the Employee Services Division (DIV/ESE) or the Business Partnering Division (DIV/BPA) in the Directorate General Human Resources (DG/HR). DG/HR has about 100 staff members providing services to 3,500 employees.

The main tasks of the ESE Division are: processing salaries and benefits; managing the ECB's position plan, employment contracts, staff data and signing powers; and administering the ECB's pension scheme and medical, accident and travel insurance policies. We are also responsible for the human resources-related part of an extensive SAP application environment that supports the ECB's main administrative, human resources and controlling processes. The Division's processes are continuously being reviewed and streamlined to create a customer-centric function.

The BPA Division is responsible for delivering an ambitious transformation programme in the domains of strategic business partnering, talent acquisition and working culture. Our range of activities is broad and covers advising business areas' management on how best to apply human resources-related policies, processes and instruments (including advising on the management of complex cases) and coordinating common HR-related communication concepts and products, while also managing the internal and external social dialogue.

### Your role

Within the Employee Services Division (ESE):

Health and Staff Integration team:

The team focusses on the integration of staff members and their families into the ECB and the local Frankfurt community as well as on the functioning and operation of health-related insurances, such as the ECB's health insurance, accident insurance or long-term care insurance. Furthermore, the team organises the provision of occupational health and medical services to the ECB.

As a trainee in the Health and Staff Integration team you will:

- perform operational tasks in the health-related insurances portfolio;
- support the further development of the ECB's health services and health-related insurances;
- conduct benchmarking studies and data reconciliation exercises and prepare related presentations;
- prepare communication and information material for clients;
- prepare and update HR process documentation;
- support procurement-related activities.

#### HR Operations team:

The main role of the HR Operations team is the monthly production and payment of salaries and benefits, together with the management of employment contracts and changes in personal circumstances that impact allowances or benefits. In addition, the team issues job offers to successful applicants and supports the induction process.

As a trainee in the HR Operations team you will:

- support end users and colleagues dealing with the payment of salaries and benefits;
- assist with the design, testing and implementation of functionalities related to payroll, compensation and allowances in SAP HCM, following the streamlining of rules and procedures;
- support policy work by preparing policy-related documentation, including presentations;
- contribute to research and benchmarking exercises and the preparation of statistics, and support policy implementation reviews.

#### HR SAP team:

This team focuses on designing and implementing streamlined processes in the SAP Human Capital Management (HCM) modules and the supporting Employee Self-Service and Manager Self-Service scenarios and workflows.

As a trainee in the HR SAP team you will:

- support end users in their day-to-day activities;
- prepare/update training material;

- carry out training sessions with end users on specific tasks;
- document HR processes performed in SAP and assist in streamlining and improving the user experience;
- prepare test data for several HR modules in SAP (personnel administration, e-recruitment, time management, business intelligence, etc.);
- perform tests and regression tests for HR processes and document the test results.

Within the Business Partnering Division (BPA):

Working Culture team:

This team deals with HR policy work in the areas of diversity, ECB values and the ethics framework. The team also performs HR pre-litigation tasks in the form of handling of internal appeals (requests for an administrative review and grievance procedures) and follows up on disciplinary cases as needed. The team also supports the implementation of HR-specific communication and reporting activities. In addition, the team takes care of relations with staff representation bodies, both within the ECB and as part of the European System of Central Banks (ESCB) Social Dialogue.

As a trainee in the Working Culture team you will have responsibilities towards the internal (ECB level) and external (ESCB & Single Supervisory Mechanism level) social dialogue with the strategic goal of achieving a sound and healthy social dialogue with the staff representation bodies. Therefore you will:

- support interaction with trade union representatives and staff representatives;
- organise and prepare institutional meetings;
- conduct benchmarking studies or surveys;
- prepare briefings and presentations and draft intranet content
- have exposure to and interaction with high level stakeholders, including senior management and the Chief Services Office.

You will be part of a multicultural team that strives for continuous innovation to make a positive impact on the lives of European citizens.

### **Qualifications, experience and skills**

Essential:

- a bachelor's degree or higher, with a specialisation relevant to the work of the DG/HR teams, in one of the following fields: human resources management, business administration, employment/industrial relations, social and organisational psychology, law (preferably EU employment and social security law), business information systems, or another relevant

discipline;

- a very good knowledge of Word, Excel and PowerPoint, or similar software;
- an advanced-level command of English and an intermediate command of at least one other official language of the EU.

Desired:

- a qualification or experience in the area of human resources;
- knowledge of one or more SAP HCM modules.

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**

Traineeship of three months, with the possibility of an extension to up to a total of 12 months.

For reasons of confidentiality, work carried out during the traineeship may not be used in any publication, thesis, external research, etc. without specific prior written permission.

The recruitment process for this position may include an online test/remote written exercise and a video conference and/or a telephone interview.

### **Application and selection process**

For further information on how to join us,  
<http://www.ecb.europa.eu/careers/before-you-apply/html/index.en.html>.