



EUROPEAN CENTRAL BANK

EUROSYSTEM

Traineeships in Health Services, HR Operations, HR SAP and Data Science in HR

Reference 2019-200-TRA

Type of contract	Traineeship
Who can apply	EU nationals eligible for our traineeship programme (https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html)
Salary	The trainee grant is €1,070 per month plus an accommodation allowance.
Working time	Full-time
Place of work	Frankfurt am Main, Germany
Closing date for applications	10 December 2019

Your team

You will join the Employee Services Division in the Directorate General Human Resources (DG/HR), which comprises around 100 people providing services to more than 3,300 members of staff. The main tasks of the Employee Services Division are:

- administering the ECB's pension scheme and its medical, accident and travel insurance policies (Health Services and Pension Services teams);
- processing salaries and benefits, and managing the ECB's position plan, employment contracts, staff data and signing powers (Operations team);
- maintaining and further developing the HR part of the ECB's extensive SAP application environment (ISIS), which supports the institution's main administrative, HR and control processes (SAP team);
- delivering state-of-the-art HR analytics services and solutions to colleagues across DG/HR and customers outside of the Directorate General in order to facilitate informed decisions, data-driven policymaking and the optimisation of business processes (Analytics/Data Science team).

The Division's processes are continuously reviewed and streamlined in order to provide a customer-centric service.

We are currently looking for trainees to:

- support sick leave and other health-related processes and policies (Health Services team);

- assist with the analysis of internal processes, with the aim of meeting customer demand and business goals more effectively, and support the development and implementation of policies, including by means of benchmarking and client surveys (Operations team);
- help to develop new functionalities in SAP and support end users (SAP team);
- assist with the delivery of HR analytics services and solutions (Analytics/Data Science team).

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

As a trainee, you will assist other members of the Employee Services Division with ongoing initiatives, thereby gaining insight into the work of DG/HR and the functioning of the ECB. Your role will vary depending on the team that you are allocated to:

Health Services team

The Health Services team provides various services and programmes relating to the health and well-being of ECB staff.

Your role will involve supporting all team functions, including operational activities (particularly the administration of sick leave), as well as any policy research that may be required.

Operations team

The main responsibilities of the Operations team include the monthly processing and payment of salaries and benefits, the management of employment contracts, and the handling of changes to personal circumstances that affect allowances and benefits.

Your role will involve:

- supporting end users and colleagues as regards the payment of salaries and benefits;
- helping to design, test and implement SAP projects relating to payroll, compensation and allowances workflows, appraisals and career paths, following the streamlining of rules and procedures;
- supporting the team's policy work by helping to prepare relevant documentation (including presentations);
- contributing to research and benchmarking exercises, helping to compile statistics, and supporting assessments looking at the implementation of policies.

HR SAP team

This team focuses on the implementation of human capital management (HCM) modules in SAP (as well as the underlying self-service scenarios and workflows).

Your role will involve:

- supporting end users with their day-to-day activities;
- preparing/updating training material;

- conducting training sessions for end users on specific tasks;
- documenting HR processes performed in SAP;
- preparing test data for several HR modules in SAP (personnel administration, e-recruitment, time management, business intelligence, etc.);
- performing tests and regression tests for HR processes;
- documenting test results.

Analytics/Data Science team

The focus of this traineeship will be on analysing HR-related statistical data and carrying out data analysis and quantitative research related to HR processes and solutions.>

Your role will involve:

- helping to manipulate HR data for various different projects and operational tasks (e.g. transforming, reshaping and visualising datasets);
- helping to design and trial advanced applications and services of HR analytics, including statistical modelling, the interpretation of data, the drafting of recommendations, the production of documentation and the drawing-up of implementation guidelines;
- managing day-to-day reporting for HR business partners, colleagues in DG/HR who design policies, managers and other stakeholders;
- supporting the streamlining, digitalisation and automation of processes (including the development of analytical applications and Business Intelligence applications);
- helping to train colleagues on subjects such as analytics and statistics, as well as change management activities (e.g. software training).

Qualifications, experience and skills

You will bring to the role:

- a bachelor's degree or higher, with specialisation in HR management, business administration, employment/industrial relations, social and organisational psychology, law (preferably EU employment and social security law), business information systems, computer science, data science, statistics, mathematics, business analytics or another relevant discipline;
- an advanced (C1) or mastery-level (C2) command of English and an intermediate (B1) command of at least one other official language of the EU, according to the Common European Framework of Reference for Languages (<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>);

- a very good knowledge of Word, Excel and PowerPoint or similar software;
- ideally, a specialist qualification in the area of human resources or practical experience in that field.

For the HR SAP team:

- ideally, knowledge of one or more HCM modules in SAP.

For the Analytics/Data Science team:

- at least an intermediate command of R, or an advanced command of another statistical programming language;
- experience or knowledge of analytics and data science methodologies;
- excellent analytical and conceptual skills and an interest in complex technical content;
- ideally, experience with SQL, Python, R Shiny and Tableau;
- ideally, experience with big data technologies such as Hadoop, Spark, Impala or Hive.

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 six months, with the possibility of an extension to up to 12 months in total in the same or another business area.

The recruitment process for these positions may include online tests, pre-screening exercises, a written exercise and telephone interviews.

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>.