

Training Opportunity for Luxembourgish Trainees

Reference	Title	Duty Station
LU-2019-HRE-M	Process Improvement and Financial Analysis	ESTEC
<p><u>Overview of the unit's mission:</u></p> <p>The D/HRE is dedicated to exploring destinations in space where humans are already - or will in the future - live and work, for reasons of scientific research, economic development, international cooperation and public inspiration.</p> <p>In this position you will be reporting to the Head of Cost Centre Control & Support Services. The Cost Centre Control and Support Services Team within the Directorate of Human and Robotic Exploration supports effective resource planning and monitoring, including schedules, financial resources, procurement plans, workforce and asset management. Moreover, it prepares and implements the Directorate-specific management procedures, work instructions and related performance indicators as well as provides support for the Director in matters of internal organisation of the Directorate.</p> <p>An internship at the Cost Centre Control and Support Services Team is an opportunity to shape new business methods and tools for the Human and Robotic Exploration Directorate.</p>		
<p><u>Overview of the field of activity proposed:</u></p> <p>Your tasks will relate to Directorate-internal projects to define new and improve existing processes, tools and documentation management methods and will, for example, include:</p> <ul style="list-style-type: none"> • Contributing to the definition and implementation of a continuous improvement scheme for the Directorate internal processes and methods; • Strengthening the management process review and the relevant reporting procedures (including dashboard reporting, balance scorecard and Key Performance Indicators); • Actively supporting activities other such activities such as Knowledge Management, ISO/QMS, Risk Management; • Supporting the SharePoint developments and for other IT applications; • Defining and implementing, in close cooperation with colleagues in the Business Unit Control Office and within the Directorate, guidelines such as, budget preparation process via benchmarking internally with other Directorates in ESA and best practice in industry; • Support the budget and reporting process for cost centre and projects; • Actively contributing to the analysis of Directorate-internal costs and Corporate Service Level Agreements; • Providing pro-active suggestions towards continuing the further implementation of lean administrative processes and reducing inefficiencies; <p>What can we offer you?</p> <ul style="list-style-type: none"> • Full integration into a team of business professionals, who will share their knowledge and experience and support your development aspirations • Responsibility for your own tasks and duties within an important function in the Directorate • Participation in ESA-internal trainings, both with regard to the space environment as well as business and soft-skill trainings • A first experience of the working environment and activities in an international organisation as well as an insight into the complex processes of political agreement in such organisations 		

Required education:

If you wish to apply successfully for this post, you should bring with you the following qualifications and experiences:

At the date of starting your training programme, a completed Master's Degree in a technical or scientific discipline such as business and administration management, project management, business engineering and process development.

- Excellent communication, writing and presentation skills
- A strong analytical ability, good planning and organisational skills
- A commitment to customer orientation and the ability to quickly establish effective working relationships
- Fluency in English is essential for this position; the knowledge of further Member State languages is considered an asset
- High proficiency with the MS Office Suite (in particular: Excel, Word, Power Point)
- Knowledge of SharePoint 2016 and process modelling languages will be an asset