CERN Graduate Fellowship position / Diversity management

Details about the CERN Fellowship programme and eligibility conditions can be found at [http://jobs.web.cern.ch/job/11697](http://jobs.web.cern.ch/job/11697)

All applications for Fellowships will be considered by the Fellows and Associates Committee (AFC) in May 2016.

Candidates should specify their interest in this position in their motivational statement. Deadline for application is Tuesday 1 March 2016.

In keeping with its international and increasingly global character, the European Organization for Nuclear Research (CERN) established a Diversity Office in 2011 with the mandate to define, implement, and monitor CERN Diversity policy. CERN Diversity Office is attached to the Head of the Human Resources Department and is responsible for driving actions to promote diversity and assure that the diversity principles are integrated into all organisational policies, procedures and practices. For more information, please check the Diversity website: [http://diversity.web.cern.ch/](http://diversity.web.cern.ch/)

Working closely with the Diversity Programme Leader, this Fellowship position will give you the opportunity to make a significant contribution to the promotion of workforce diversity in a major international research infrastructure; to collaborate closely with people from different backgrounds, nationalities and ages, on various dimensions of diversity; and to develop your competencies in HR, communication, event organisation, and administrative support.

As a Diversity Analyst you will:

- Collect, interpret and present HR data;
- Research on best practices and prepare benchmarking reports / reading summaries;
- Support the Diversity Programme Leader in the design and implementation of diversity-related activities and projects;
- Organise events such as workshops, lectures and conferences;
- Deliver presentations, edit articles, draft reports to a high-level audience, and maintain the Diversity website (Drupal);
- Answer queries from CERN contributors and network of contacts outside CERN;
- Run the administration of the CERN Diversity Office on a daily basis.

You will be expected to maintain relationships with a broad range of stakeholders, to demonstrate strong analytical skills and to work independently.

Candidates must be able to write accurate English. They should have experience of data analysis and must be prepared to work on a wide scope of organizational diversity-related programmes and activities.