



ANA

Administration de la navigation aérienne



ANA HR Policy

OBJECTIVE

Human Resources and their effective management are prime enablers for all activities and services of ANA. This policy is supporting ANA to achieve its organizational goals by proper utilization of its personnel, to develop and maintain healthy working relationships among all the agents, to ensure that adequate and continuous training is offered to its agents, to create opportunities and facilities for individual or group developments according to the development of the administration in compliance with the national laws as a public service organization in Luxembourg and international regulations as a European ANSP. This policy applies to all ANA agents (trainees, civil servants, employees, workers and consultants).

PRIORITY

ANA acknowledges the contribution of its personnel to a safe, efficient, continuous and sustainable service in air navigation and aerodrome services. The core task of the HR function in ANA is to ensure that ANA recruits staff of the right calibre and maintains and develops the skills of its personnel at all levels as required by the services and in alignment with ANA's strategy. The structure, processes and procedures set up in HR as well as the policies that drive the work of HR have been designed in such a way to support ANA in the achievement of its strategic goals.

MANAGEMENT

ANA ensures that HR management functions and culture actively supports the strategy of ANA through its personnel. ANA develops processes, policies and procedures to provide guidance on employment issues for its personnel. ANA ensures that all agents are treated respectfully, in a consistent, just and equitable manner in the workplace.

COMMITMENT

ANA's management is committed to create a workplace that offers good professional and personal development opportunities, good personnel management and leadership skills to retain and attract competent and motivated employees in order to meet future challenges and stakeholder demands.

This policy is periodically reviewed to ensure it remains relevant and appropriate.

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