

EUROPEAN SPACE AGENCY

Vacancy in the Director General's Services

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

POST	Head of the Communication Department in the Director General's Services. This post is classified A6 on the Coordinated Organisations' salary scale.
LOCATION	ESA Headquarters, Paris (France).
DUTIES	<p>Reporting directly to the Director General, the postholder is responsible for establishing and implementing the ESA Communication Policy, with the objective of fulfilling the Agency's task to collect relevant information and disseminate it to Member States, and a public awareness policy whose purpose is to provide the communication support for the preparation of future programme decisions and to heighten awareness of ESA and space among the general public in the Member States. In addition, the postholder will act as the Agency's focal point for all interactions with the media.</p> <p>The responsibilities will include, notably:</p> <ul style="list-style-type: none">• establishing the Annual Communication Plan of the Agency, and specific Communication and Crisis Communication plans for launches, and supervising their implementation;• coordinating ESA communication activities with all Directorates and ensuring internal communication for Agency staff;• managing media relations and video productions ESA-wide;• defining and managing the implementation of ESA policies on social media;• managing the ESA web portal and its content in cooperation with the Directorates concerned;• developing activities, including establishing communication partnerships with external entities, appropriate communication tools and communication material for the general promotion of ESA, in close collaboration with Directorates and Heads of Establishment/Centre;• managing the use of ESA's image, the ESA Corporate Visual Identity and the ESA Editorial Style;• coordinating with other DG Services (Cabinet, Strategy and External Relations, in particular);• coordinating and reinforcing the network with the Heads of Communication in the Member States' delegations;• managing ESA's presence at corporate exhibitions and events;• managing Guest Operations for launch campaigns and events;

- defining policies for merchandising and licensing activities involving ESA's image and partnerships and commercialisation actions;
- assessing the impact of ESA's communications and ensuring continuous improvement.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification preferably in a scientific discipline related to space (physical sciences, engineering, etc.), together with significant experience in the international communication and media fields. Extensive knowledge of the Agency's programmes and experience of communication strategy, plan development and delivery across all communication disciplines, using all channels, are requirements for the post. Experience with managing internal communication is also an asset.

Candidates are expected to demonstrate excellent planning and organisational skills together with the ability to deliver communication plans and activities on time and within budget. Other essential qualities are a strong customer focus, highly developed communication and policy development skills as well as excellent interpersonal skills, along with a proven ability to manage a team working under pressure.

For behavioural competencies expected from ESA staff in general, please refer to the [ESA Competency Framework](#).

The working languages of the Agency are English and French. A good knowledge of one of these is required together with a working knowledge of the other. Knowledge of another Member State language would be an asset.

CLOSING DATE

The closing date for applications is **25 October 2016**.

Applications from external candidates should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CV to Human Resources, ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem-solving and decision-making exercises.

If you require support with your application due to a disability, please email contact.human.resources@esa.int.

Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.