

Job Title: Communication Programme Officer for Operations

Req ID 8021 - Posted 12/11/2018



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

Communication Programme Officer for Operations

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

Location

ESOC, Darmstadt, Germany

Description

Communication Programme Officer for Operations, News and Contents Office, Communication Department, Director General's Services.

Duties

The postholder reports to the Head of the News & Contents Office of the ESA Communications Department. The postholder is responsible for defining, executing and monitoring all communication activities falling under the responsibility of the Directorate of Operations.

The main responsibilities will encompass the following activities:

- establishing and implementing the Annual Communication Plan covering space operations and space safety and security (thereby contributing to the ESA wide Annual Communication Plan), and specific communication plans for missions and programmes under the responsibility of the Directorate of Operations
- managing the online presence of the Directorate of Operations, including the ESA portal with a focus on news production
- managing the social media communication of the Directorate of Operations, in accordance with the ESA social media policy, based on a cross-media approach including live social TV formats
- coordinating and implementing in close cooperation with corporate communication, Directorate of Operations media relations, based on a group of spokespersons for the various ESA directorates
- managing the implementation of news conferences, of participation in exhibitions and of public relations events, in close cooperation with media relations and the exhibition unit
- managing the production of brochures, leaflets, posters, fact sheets and media kits
- ensuring bottom-up information flow regarding content relevant for communication and education in the Directorate of Operations
- monitoring and evaluating the effectiveness of the communication activities implemented, in close cooperation with the Newsroom, based on agreed Key Performance Indicators.

Technical competencies

State-of-the-art knowledge in area of responsibility at required level

Understanding of Member States and relevant stakeholders' communication networks

Communication strategy and planning, campaign management

Knowledge of and experience in international communication
Understanding of all media platforms

Behavioural competencies

Communication
Innovation & Creativity
Planning & Organisation
Relationship Management
Results Orientation

Education

Applicants should have a Master's degree or equivalent qualification in communication or related fields, such as science communication, humanities, marketing, business management, engineering or similar.

Additional requirements

Significant experience in international communication is required. Knowledge of space operations, space technology, engineering and space transportation, as well as proven experience in communication strategy and planning, and campaign management delivering across all channels.

Other information

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. Knowledge of another Member State language would be an asset. The Agency may require applicants to undergo selection tests.

The closing date for applications is 10 December 2018.

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 and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.