

Job Title: Head of the Contents Unit

Req ID 8682 - Posted 14/03/2019



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 Contents Unit

This post is for a limited duration of four years (non-renewable) and is classified in the A2–A4 grade band on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, The Netherlands

Description

Head of the Contents Unit, News & Contents Office, Communication Department, Director General's Services.

Duties

Reporting to the Head of the Office, the postholder leads the group of Communication Programme Officers and is responsible for coordinating, stimulating and monitoring the communication activities of all CPOs:

- leading the CPO group, stimulating cooperation and exchange, focusing on best practice to ensure close cooperation with the respective Directorates to identify the highest-impact content available and to plan its publication;
- developing inter-Directorate narratives to allow simpler access to ESA's content by the general public;
- contributing to ESA's annual communication plan to ensure timely prioritising and coordinating of all available communication opportunities in close cooperation with its news room and editorial board;
- participating in the editorial board to contribute to an up-to-date and consolidated publishing agenda, helping in defining priorities and relevant communication actions;
- supporting corporate media relations based on a group of Directorate spokespersons, who need to be trained, briefed and kept up to date on the latest developments in all Directorates;
- supporting monitoring and evaluation of the effectiveness of implemented communication activities in close cooperation with the news room based on agreed Key Performance Indicators;
- managing the social media programme communication in accordance with ESA's social media policy based on a cross-media approach;
- acting as Communication Programme Officer for the Directorates of Technology, Engineering & Quality and Navigation.

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

Leadership competencies

Strategic vision & business context
Fostering cooperation & effective team-working

Behavioural competencies

Communication
Innovation & Creativity
Planning & Organisation
Relationship Management
Results Orientation

Education

University degree (Master's level) in communication or a related field such as science communication, the humanities, marketing, business management, engineering, the natural sciences or similar.

Additional requirements

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 11 April 2019.

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 view of the limited duration of this post, internal candidates are strongly advised to contact their HR advisor before applying.

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.