

## Internal and Space Community Communication Officer

**Job Req ID:** 12026

**Closing Date:** 2 November 2021

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 05 October 2021

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. We therefore welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

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

### Location

ESA Headquarters, Paris, France

### Description

You report to the Head of the Internal Communications Office of the ESA Communications Department and are responsible for the development and implementation of a sectoral communication approach towards the Space Community.

Your main responsibility is to develop and execute this sectoral communication activity involving the Agency's workforce and its main stakeholders and shareholders, in particular the Space Industry, Space Science Communities and Member States with the objective of fostering a collaborative, transparent and engaging concept of One ESA and One Voice (messaging) both within the Space Community and within the Agency workforce.

This function will be carried out in coordination with the Advisory Communication Committee (ACC), in order to ensure a shared understanding and engagement of the Member States Communication Teams towards identified messaging and milestones. It will also be carried out in coordination with the Head of Contents to ensure a close link with the communication network of Space Industry and the Space Science Communities.

### Duties

Contribute to the establishment and implementation of the Internal Communications Strategy as a whole, as part of ESA's Communication Strategy set forth in the yearly ESA Communication Plan and as Space Community Communication Officer ensure that these communication interests are taken into account by establishing an information flow between the Agency and its main stakeholders and shareholders;

- Support the Head of Internal Communication Office in writing and editing any official documents related to Internal Communication activities with a particular focus on the yearly Internal Communications Plan;
- Liaise adequately with the ACC Secretary in order to ensure that Members States are aware and engaged towards the Agency internal communication building blocks and messaging with a particular focus on the Agency's vision, strategic objectives and milestones;
- Liaise adequately with the communication leads and networks existing in the Space Industry

and the Space Science Community with the aim to plan and implement joint communications activities targeting the ESA workforce and the wider Space Community in close cooperation with the respective Programme Communication Officers;

- Plan and implement internal communication campaigns for specific projects initiated by ESA Directorates in close cooperation with the respective Programme Communications Officers;
- Develop and manage a variety of sectorial communication tools (events, online events, graphics, print, video, animations and promotional items) in strong collaboration with the Production and Management Support Division;
- Monitor and evaluate the effectiveness of the implemented communication activities, reporting agreed Key Performance Indicators and taking continuous action to improve delivery and impact.

### **Technical competencies**

Excellent skills in editing and writing in English

Understanding of Member States' and relevant stakeholders' communication networks

Communication strategy and planning, campaign management

Knowledge and experience in internal communications in an international environment

Understanding of all media platforms

### **Behavioural competencies**

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

### **Education**

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

### **Additional requirements**

Significant experience in communications - internal and/or external - in an international environment is required.

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

Knowledge in human resource management is of advantage as well as web development, usability and analytics.

### **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.

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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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, Latvia, Lithuania 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.

(<https://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.