

## Media Relations Officer

**Job Req ID:** 15231

**Closing Date:** 26 May 2022

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 28 April 2022

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

ESTEC, Noordwijk, Netherlands or ESOC, Darmstadt, Germany

### Description

Media Relations Officer in the Newsroom and Media Relations Office, Communication Department, DG Services.

### Duties

As part of the Newsroom and Media Relations Office, you will be in charge of news-driven media relations for ESA, focusing on media relations in the Agency's 22 Member States.

Your main tasks and duties will include:

- building strong relationships and networks with colleagues and the media and answering enquiries from the media and other organisations;
- monitoring the media, including newspapers, magazines, journals, broadcasts, newswires, social media sites and blogs for opportunities and identifying relevant topics and trends;
- researching, writing and distributing various products intended for the media, such as press releases, briefings, articles, Video News Releases, media kits and other products for information purposes;
- collating and analysing media coverage;
- organising and moderating events (such as press conferences and press tours), sourcing speakers and seeking out media partnership opportunities;
- maintaining and updating information on ESA's Newsroom website; managing media aspects of a potential crisis or contingency situation; monitoring relevant space actors' topical communications;
- identifying trending and breaking news, especially that with potential for reputational gain or damage; managing the flow of news about ESA to the media;
- preparing summary reports of relevant public discussions, including the positions of relevant actors; further developing digital media communication workflows and tools.

In performing these duties, you will be cooperating closely with:

- the Communication Programme Officers of the ESA Directorates concerned
- the Digital Media Production Office
- the Chief News Officer.

### **Technical competencies**

Excellent writing and presentation skills, ability to formulate key messages

Knowledge of social media

Good understanding of analytics

Knowledge of media databases, media analytics tools, content management systems and social media publishing and monitoring tools

Excellent understanding of European media landscape

### **Behavioural competencies**

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

### **Education**

A master's degree in journalism, communication, multimedia, international relations or space-related sciences.

### **Additional requirements**

Several years' experience in media relations, journalism and/or news management in a European environment.

A proven ability to work in a team and cooperate with different stakeholders within and outside the Agency is required.

You should be able to demonstrate that you can work in a fast-paced news environment and handle pressure. You should be results-oriented, able to set priorities, and capable of presenting practical solutions both verbally and in writing.

You should have good interpersonal and communication skills, both in speaking and writing. You should have the ability to work autonomously, effectively and cooperatively in a diverse, international team environment. You should also have good digital, analytical, organisational and reporting skills, a proactive attitude to solving problems and an interest in innovative technologies and digital media.

### **Other information**

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

For further information please visit: [Professionals](#), [What we offer](#) and [FAQ](#)

The working languages of the Agency are English and French. An excellent knowledge of English is required. Knowledge of French, German, Spanish, Italian, Dutch and any 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 or balanced 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 conducted by an external background screening service.

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.

\*Member States, Associate Members or Cooperating States.