Communications Officer

Please apply by 17/03/2020 at 23:55 hrs CET (Cologne time)

Vacancy notice ref: EASA/AD/2020/002

The Organisational Context

Aviation is a global industry which is undergoing a profound transformation driven by technological advances, heightened international competition and digitalisation as well as the demands and opportunities of environmental protection needs.

The European Union Aviation Safety Agency (EASA) is a dedicated, specialised agency created to deliver the EU’s ambition of ensuring that European citizens enjoy the highest common level of aviation safety and environmental protection. EASA has specific regulatory responsibilities and executive tasks in the area of aviation safety and delivers certification services to the aviation industry.

In EASA, the Communications Department is responsible for building and defending the reputation of the Agency as the guardian of aviation safety in Europe. It promotes public awareness of EASA’s activities and their importance for aviation safety in the European Union and beyond. In terms of activities, the Communications Department has a broad remit covering external communications (in particular to the media and general public) as well as internal employee communications. It owns all related channels such as the EASA website, its intranet and social media. It supports other departments in the set-up and smooth running of specialist web communities and event planning and is responsible for the EASA brand.

For more information about the Agency please consult our website.
Your accountabilities

As Communications Officer, you will work within the Communications team, which comprises around 10 people, and report directly to the Head of Communications Department, who is also the EASA spokesperson.

You will be responsible for creating content which promotes and explains the role of the European Union Aviation Safety Agency and will play an active part in achieving the goals laid down in the department’s communication strategy. You will support the Head of Communications in media relations and contribute to other activities led by the Communications Department.

Your main accountabilities will be to:

- Create engaging content about EASA and its activities, involving the drafting of texts and selection/creation/commissioning of visual content (pictures, graphics/infographics, videos) for external and internal audiences.
- Support the Head of Department/spokesperson with respect to media relations, helping to build knowledge of EASA among journalists and responding to enquiries.
- Maintain and support the expansion of the Agency’s network of media contacts.
- Support with planning and execution of interviews for media (written and spoken).
- Draft media releases, create media kits, fact sheets and holding statements.
- Contribute to EASA social media channels and websites (internal/external).
- Advise EASA staff members on all aspects of communication (internal/external).
- Work with other internal teams to organise events.
- Take responsibility for communications campaigns including concept design, drafting and creation of content, event participation and organisation etc. as appropriate in each particular case.
- Contribute to the general activities of the Communications team, with willingness to take responsibility for any communication-related activity as required.
Are you interested to contribute to our mission? Then make sure you meet the eligibility criteria listed in the Annex and see below what it takes to accomplish the role.

Essential criteria:
- University degree in the field of Communications or other relevant subject or professional training of an equivalent level that demonstrates the ability to work in a corporate communications function.
- Proven experience in a corporate communications role in an organisation comparable in scope and standing to EASA.
- Demonstrable track record in drafting content, such as press releases, web content, speeches, newsletters, video scripts or similar articles as evidenced by responsibilities in previous roles and examples submitted in the application.
- Track record in representing organisations to media or other external audiences in previous roles.
- Excellent command of both written and spoken English.

Advantageous criteria:
- Professional experience in a communications role in the aviation industry or in a comparable role working with complex subject matter.
- Experience in creating and editing visual content, as demonstrated by example.
- Experience in working with external suppliers to commission communications materials.
- Proven experience in management of medium-sized to major communication campaigns; possibly including management of events.
- Very good command of one or more additional European languages in addition to native language, as demonstrated by certificates or recent professional experience.

Behavioural competencies:
- Communication: Ability to articulate and express information, written and oral, clearly and in a structured and engaging manner, by choosing the appropriate medium and considering the relevant target audience.
- Organising: Ability to simultaneously work on different projects and work tasks in an organised and efficient manner.
- Collaboration: Ability to work and cooperate well with colleagues at different levels and departments of Agency to achieve goals and to complete assignments.
- External Awareness: Ability to act and interact appropriately to local environment, especially while representing Agency to media.
- Agency Ambassador: Ability to promote the Agency’s image by serving as a public voice, advocating the uniqueness of the Agency and projecting a positive image both externally and internally.

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1 See the section “How to apply” in this vacancy notice.
2 English skills will be assessed during the interview.
What we offer

The EASA environment

- Opportunity to contribute to the European Union’s ambitions and the development of European Aviation Safety in particular;
- Dynamic multinational work environment, building on staff diversity and competencies as a core asset; and
- Modern Human Resources management environment and access to a variety of multicultural education facilities.

Contract and Benefits

- Contract of 5 years, as a Temporary Agent of the European Union with the possibility of extension (grade AD 5);
- Minimum basic gross salary of 4,883 EUR;
- Salary exempted from national tax on revenue in the EU, but subject to taxation at source for the benefit of the EU budget;
- Additional specific allowances (e.g. expatriation, household, dependent child, installation) depending on the individual’s family situation and the place of origin;
- Flexible work arrangements (such as part-time work, flexible working hours, teleworking);
- Annual and specific leave entitlements;
- EU Joint Sickness and Unemployment Insurance Scheme; and
- EU Civil Service Pension rights after 10 years of service.

Life in Cologne, Germany

- Life in the vibrant and multicultural city of Cologne, fourth largest city in Germany, with easy access to other European hubs thanks to its excellent transport connections.

For further information, please consult Working for us.

How to apply

You must apply on-line using the eRecruitment Tool ensuring that you submit:

- The completed electronic EASA application form;
- A motivation letter of no more than one page, explaining why you are interested in the post and what your added value to the Agency would be, if selected; and
- Three examples of past work which illustrate your ability to draft and create content to meet this aspect of the 3rd essential criteria listed in the section "Your Skills and Competencies" of this vacancy notice. For example, publications (press release, newsletter, video script or similar) which you were primarily responsible for producing. Please include a note explaining your role in the creation process.

Please note, the eRecruitment tool has only one field for upload, therefore the motivation letter and the examples listed above must be uploaded as a single file.
We strongly encourage you to provide sufficient information to enable us to evaluate your eligibility and suitability for the specific position. We recommend that you refer to the “Skills and Competencies” and the “Accountabilities” parts to demonstrate how you meet the requirements.

Failure to submit a complete set of documents might result in exclusion from the selection process.

If you are invited to the test phase, you will be required to provide all original supporting documentation evidencing the information given in the application form.

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**Selection process**

**Screening of applications**

If you meet all the **Eligibility Criteria**, your application will be further assessed by an appointed Selection Board. Please note that if you do not fulfil one or more of the Essential Criteria, your application will be excluded from the selection process. The Selection Board will draw up a list of the most suitable candidates to be invited to further assessment steps.

**Assessment Phase**

In this phase, you will be assessed against the specific skills and behavioural competencies needed for the successful performance of the role.

This phase will include:
- Structured interview(s);
- Competency tests (related to the requirements of the post);
- An EU knowledge test.

**Closure of the selection**

Upon closure of the assessment phase, the Agency will establish a reserve list of suitable candidates. To be included in the reserve list, you will need to have received at least 65% of the maximum points in the assessment phase.

Depending on the needs of the Agency, the established reserve list may be used for recruitment of the same or similar vacant position at the same grade. Please note that inclusion in the reserve list does not guarantee recruitment.

The reserve list for this position is valid until **31/12/2022** and might be extended prior to its expiration.

For further details on the status of our published vacancies and open reserve lists, please check the EASA website.

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5 For further details on the Agency’s recruitment procedure, please consult the information on our website: https://www.easa.europa.eu/the-agency/recruitment

6 This test will be assessed in an anonymous way.
Annex

Eligibility Criteria
according to the grade of this position and the Conditions of Employment of Other Servants

- University diploma with an official duration of studies of at least 3 years.

  OR

In the absence of relevant University degree diploma, equivalent and relevant professional training and subsequent relevant professional experience might be considered if in the interest of the service, according to the following table:

<table>
<thead>
<tr>
<th>Duration of the professional training</th>
<th>Professional experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>6 years</td>
</tr>
<tr>
<td>At least 1 year but less than 2</td>
<td>5 years</td>
</tr>
<tr>
<td>At least 2 years but less than 3</td>
<td>4 years</td>
</tr>
<tr>
<td>3 years or more</td>
<td>3 years</td>
</tr>
</tbody>
</table>

- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the EU to the extent necessary for the performance of the duties.
- Be a national of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland.
- Be entitled to the full rights as a citizen.
- Have fulfilled any obligations imposed by the applicable laws on military service.
- Meet the character requirements for the duties involved\(^7\).
- Be physically fit to perform the duties linked to the post\(^8\).

\(^7\) If successful, you will be asked to provide—prior to recruitment—a police certificate confirming the absence of any criminal record.

\(^8\) Prior to recruitment, you shall be examined in a medical centre indicated by EASA in order to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.
Commitment

Declaration of commitment to serve public interest independently:

In accordance with Article 11(3) of the Staff Regulations of Officials, and Article 11(1) of the Conditions of Employment of other Servants of the EU (CEOS), before recruiting a staff member “the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest.”

Data Protection

Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The purpose of the personal data processing is to evaluate the candidates’ ability to perform the functions of the post for which a selection and recruitment procedure has been organised in order to select the best candidate for the position, in compliance with the requirements of the CEOS, implementing rules and vacancy notice.

More information on personal data protection in relation to selection and recruitment can be found on the EASA website⁹.