



**EUROPEAN AVIATION SAFETY AGENCY
VACANCY NOTICE REF.: EASA/AD/2009/059**

**Safety Information and Communications Officer
(F/M)**

Temporary Agent AD 8

Applications are invited for the post of **Safety Information and Communications Officer** in the **Communication Department** within the **Executive Directorate** of the European Aviation Safety Agency¹. The Agency is located in Cologne, Germany.

The Agency:

The European Aviation Safety Agency (EASA) is an agency of the European Union which has been given specific regulatory and executive tasks in the field of aviation safety. The European Aviation Safety Agency is a key part of the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe.

For further information, please refer to our website: <http://www.easa.europa.eu>

The Executive Directorate:

A dedicated team assists the Executive Director in general management and functioning of the Agency, in external relations, communications and liaisons notably with the European Union institutions and the Member States, in aviation safety analysis, in risks assessment, in internal audit and quality management, and in Human Resources.

The Communications Department is responsible for the Agency's external and internal communication. Externally, the main activities include communication with the media and the general public, emergency communication (internal and external), relations with the EU institutions and political affairs, external relations with the aviation industry as well as community relations in the Cologne region. Internally, the Departments informs about important internal and external events.

Job description:

Reporting to the Head of the Communications Department, the post holder will be responsible for:

- Advising the Agency on the communication of aviation safety information including new rules and recommendations addressed to the aviation sector including operators, pilots, airports, air traffic management providers, aviation manufacturers, as well as associations and lobby groups representing these groups;
- Developing and implementing proposals and plans of how to improve the Agency's dialogue and consultation with these organisations;
- Handling independently media inquiries on all topics treated by the Communications Department;
- Acting as one of two deputy spokespersons of the Agency;
- Drafting press releases and preparing other forms of media communication including statements, interviews and briefings;
- Preparing the publication of a regular external newsletter;
- Assisting in the online and traditional of information material;
- Representing the Agency at conferences, exhibitions and other events.

¹ Established by European Parliament and Council Regulation (EC) No 216/2008 of 20 February 2008 (OJ L 79/1, 19.03.2008) repealing European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (OJ L 240, 7.9.2002)

Qualifications and experience required:

A. ELIGIBILITY CRITERIA:

A1 At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 9 years of professional experience;

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 10 years of professional experience;

OR

Where justified in the interests of the service, professional training of an equivalent level, in a relevant domain and, after having completed the professional training, at least the professional experience indicated in the table below:

Duration of the professional training in years	Professional experience in years
Less than 1 year	13 years
At least 1 year but less than 2	12 years
At least 2 years but less than 3	11 years
At least 3 years but less than 4	10 years
4 years or more	9 years

A2 Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.²

In addition, in order to be eligible the candidate must:

- Be a national of a Member State of the European Union, Norway, Iceland, Liechtenstein, Switzerland;
- Be entitled to his or her full rights as a citizen³;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved and
- Be physically fit to perform the duties linked to the post⁴.

B. SELECTION CRITERIA:

Essential

- The professional experience required under section A1, must have been acquired in a similar environment to that of the activities outlined in the job description with a minimum of 3 years recent work experience in positions related to the activities contained in the job description working for a national aviation authority, operator, aircraft manufacturer, air traffic management provider, airport or other related organisations;
- Excellent knowledge of aviation safety regulation;
- Good knowledge of the European Union and its institutions in particular relating to transport policies;
- Excellent presentation and business communication skills with capacity to clearly summarise and explain complex issues both in writing and verbally towards different stakeholders;
- Ability to establish and maintain good working relations with people of different national and cultural backgrounds on various levels;

² In addition, in order to be eligible to their first promotion staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

³ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁴ Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d).

- Excellent command of both spoken and written English including the ability to draft press statements in English and either French and/or German.

Advantageous

- Professional experience in desk-top publishing;
- Professional experience as a spokesperson.

Engagement and conditions of employment:

A contract offer will be made as a member of the temporary staff pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities⁵ for a five-year period, which may be renewed. The probationary period is 6 months. **The successful candidate will be recruited in grade AD 8.** The basic monthly salary for grade AD 8 (step 1) is € 6.069,10. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and it is exempt of national taxation.

Also, EASA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Annual leave is calculated on the basis of two days per calendar month plus additional days for age, grade and distance from the place of origin. In addition, the Agency offers an average of 16 bank holidays per year. Adequate sick leave is available.

The jobholder will be engaged by the Executive Director on the basis of a list of suitable candidates proposed by the Selection Committee. Candidates should note that the proposal may be made public and that an inclusion on the list does not guarantee recruitment. The established list may be used for the recruitment of a similar post depending on the needs of the Agency and will be valid until 31/12/2010 (the validity of the list could be extended).

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

Declaration of commitment to serve public interest independently:

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

In addition, the Agency welcomes all candidates meeting the eligibility and selection criteria without distinction on grounds of their former employer: industry, National Aviation Authorities, public or private sectors, self-employment, etc.

Selection Procedure:

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates whose application shows evidence of all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to

⁵ For further information refer to: http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm

undergo a competency assessment exercise and complete part of the process in their second EU language. The interview session will be held in Cologne, Germany.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the EASA website.

Please note that applications will not be returned to candidates but will be kept on file by the agency. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

Submission of application:

For applications to be valid, the candidates must submit in a single A4-sized envelope **one (1) original and four (4) copies of all** the following documents:

- a completed EASA application form⁶;
- a motivation letter of no more than one page, explaining why the candidate is interested in the post and what would be her/his added value to the Agency if selected.

Candidates are kindly asked to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of your application, we strongly recommend sending your application by **registered mail**.

Applications delivered **via email** will **not be accepted**.

Do not send supporting documents with your application (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). Candidates invited for an interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

Closing date:

Applications must be sent no later than ~~24/08/2009~~ ~~21/09/2009~~ **extended until 05/10/2009**.

Please note that in order to be considered, the applications received are required to be dispatched within the deadline; the postmark date will serve as a proof.

Please send your application to:

Mail and registered mail:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AD/2009/059
Postfach 10 12 53
D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AD/2009/059
Ottoplatz 1
D-50679 Cologne, Germany

⁶ This document is available on the following website:
http://www.easa.europa.eu/ws_prod/g/g_recruitment_main.php