



## RECRUITMENT

Communication Associate (ref. CN253)

Contract Agent (9 months – FG IV)

Applications are invited for the post of “Communication Associate” within the SESAR Joint Undertaking established by European Council Regulation (EC) No 219/2007 (JO L64 of 02/03/2007). The duty station is in Brussels, Belgium where the SESAR Joint Undertaking has its headquarters and where the place of employment is.

### 1. INTRODUCTION

#### 1.1 The SESAR Programme

The SESAR (Single European Sky ATM Research) Programme has been launched as a critical part of the Single European Sky initiative (SES). This programme represents the technological pillar of the SES and aims at developing a modernised and high-performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

The SESAR Programme is composed of three phases:

- Definition phase (2004-2008), which delivered an ATM Master Plan for 2020 and beyond, defining the content of the next generation of ATM systems, and identifying the necessary elements for its realisation. The Definition Phase resulted in 6 main Deliverables;
- Development phase (2008-2013), which will develop the necessary elements on the basis of the Definition phase findings;
- Deployment phase (2014-2020), through which there will be large scale production and implementation of the new air traffic management infrastructure, composed of fully harmonised and interoperable components which guarantee high performance air transport activities in Europe.

#### 1.2 The SESAR Joint undertaking

In order to properly manage the development phase of this huge and ambitious project, a legal entity was created, under European Community law, on 27th of February 2007: the SESAR Joint Undertaking (SJU).

The mission of the SJU is thus to ensure the modernisation of the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the Community. It is responsible for the execution of the ATM Master Plan resulting from the definition phase and in particular for carrying out the following tasks:

- organising and coordinating the development activities of the SESAR project, in accordance with the ATM Master Plan by combining and managing under a single structure public and private sector funding;
- ensuring the necessary funding for the development activities of the SESAR project in accordance with the ATM Master Plan;
- ensuring the involvement of the stakeholders of the ATM sector in Europe, in particular: air navigation service providers; airspace users; professional staff associations; airports; and manufacturing industry; as well as the relevant scientific institutions or the relevant scientific community;
- organising the technical work of research and development, validation and study, to be carried out under its authority avoiding fragmentation of such activities;
- ensuring the supervision of activities related to the development of common products duly identified in the ATM Master Plan and if necessary, to organise specific invitations to tender.

Further information on the activities of the SESAR JU is available at: <http://www.sesarju.eu>.

## 2. KEY ACCOUNTABILITIES

The role of the Communication Associate is to assist in the production and dissemination of messages and communication materials to support the communication plan of the SESAR Joint Undertaking.

He/she will report directly to the SESAR JU Chief Communication.

He/she shall carry out the tasks that will be assigned to him/her, in particular:

- Contribution to the implementation of the communication plan of the SESAR JU;
- Organization of internal and external communication meetings, conferences, exhibitions, seminars, press appointments and official visits;
- Copywriting / editing of articles, e-news, speech, Q&A, presentations, etc.;
- Assistance with regard to the preparation of multilingual communication, campaigning and media materials and publications, including coordination of translations, proof checking, etc. in cooperation with relevant contractors and internal and external partners;
- Support and update the SESAR JU website, web mastering;
- Maintenance of the photo library.

## 3. ELIGIBILITY CRITERIA REQUIRED

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for submission of applications.

Candidates must be included in the European Personnel Selection Office (EPSO) database for contracts agents in **function group IV** in an appropriate profile.

### 3.1 Minimum Qualifications Required

A level of completed university studies of at least 3 years attested by a diploma and appropriate professional experience of at least one year gained in a field related to the nature of the accountabilities described under the corresponding heading.

### 3.3 Language Skills Required

Thorough knowledge of one of the languages of the European Community and a satisfactory knowledge of another language of the European Community to the extent necessary for the performance of his/her duties are mandatory.

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

- Be a national of a Member State of the European;
- Have fulfilled any obligation imposed by the laws on military service;
- Be entitled to full rights as citizen<sup>1</sup>;
- Produce the appropriate character references as to his/her suitability for the performance of the duties related to the post;
- Be physically fit to perform the duties linked to the post<sup>2</sup>.

<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>2</sup> Before being engaged the candidate will be medically examined in order that the SJU may be satisfied that he/she fulfils the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

## 4. SELECTION CRITERIA

The SESAR JU places particular importance on the ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. The successful candidate will have to show initiative and imagination and be highly motivated. He/She should be able to work under pressure and to tight deadlines, both individually and in a team.

### 4.1. Essential Selection Criteria

- A good knowledge and copy-writing/editing in English is essential;
- Ability to communicate on technical topics;
- Practical experience in executing a communication strategy;
- Practical experience in events organization;
- Flexible, creative and mature approach;
- Ability to prioritize, multi-task and work on a project with a single focus and minimum supervision;
- High degree of attention to detail and commitment to quality;
- High level of experience of MS Office;
- Strong analytical, communication (written and oral) and presentation skills.

### 4.2. Advantageous Selection Criteria

- Knowledge of French;
- Background in the field of Air Traffic Management or Air Transport;
- Experience of work in a multi-cultural environment.

## 5. 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 undergo a competency assessment exercise. The interview will take place in Brussels (Belgium), where the SJU has its headquarters and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. However, prior to contract signature, the selected candidate will be requested to provide SJU with original or certified copies of all relevant documents proving the eligibility requirements.

As a result of the interviews, the Selection Panel recommends the most suitable candidates for the post in question. The list of suitable candidates established by the Selection Panel may also be used for the recruitment for a similar post depending on the needs of the SJU and shall be valid until 31<sup>st</sup> December 2010 (the validity period may be extended). Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

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

## 6. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The selected candidate 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.

## 7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate will be appointed by the Executive Director, upon recommendation of the Selection Panel, following the selection process.

Depending on the budgetary situation, the selected candidate may be engaged for a fixed period of 9 months.

The successful candidate shall be recruited as Contract Agent Function Group IV, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities.

The basic monthly salary before any deductions or allowances for the grade 13 (step 1) is € 3.086,25. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, expatriation allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

The grade will be determined in accordance with the number of years of appropriate professional experience of the successful candidate gained after obtaining the minimum qualifications required (grade 13, 14 and 16)<sup>3</sup>.

Owing to the need for the SJU to quickly undertake all its duties, the successful candidate will be required to be available at short notice.

## 8. SUBMISSION OF APPLICATIONS

### 8.1 Eligibility of Applications

Candidates must submit by email to the functional mailbox [recruitmentCN253@sesarju.eu](mailto:recruitmentCN253@sesarju.eu) a **single A4-sized Adobe Acrobat PDF file** containing all the following documents:

- A Curriculum Vitae (CV) in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>);
- A signed motivation letter of no more than one page, explaining why the candidate is interested in the post and what would be his/her added value to the SJU if selected;
- A duly completed and signed declaration of honor with regard to the eligibility and selection criteria (downloadable from our website).

The title and the exact reference of the vacancy notice should be indicated in the subject of the email. Applications where the format and/or content of the Europass CV and the declaration of honour have been modified will be deemed void.

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Candidates are therefore formally requested not to enquire about the progress of their application neither by email, telephone, fax or letter.

**The closing date for submission of applications is 13<sup>th</sup> December 2010 at midnight (Local time, GMT +1).**

<sup>3</sup> Additional information on the conditions of employment of contractual agents can be obtained from the web site of the European Commission at the following address: [http://ec.europa.eu/civil\\_service/job/contract/index\\_en.htm](http://ec.europa.eu/civil_service/job/contract/index_en.htm) (salaries are indicative as these are indexed on an annual basis).

## 8.2 Promotion of Equal opportunities

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

## 8.3 Personal Data Protection

Please note that applications will not be returned to applicants but will be kept on file by the SESAR JU. The personal information the SJU requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. More information is available on the SJU website under the privacy statement. Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the Data Protection Officer at the following email address: [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu).