

**Publication of Vacancy Notice  
Media Officer  
Ref.: CA-MEDIA-FGIV-2017**

**JOB PROFILE**

**1. Job Framework**

<b>Job Title:</b>	<b>Media Officer</b>
<b>Job Location:</b>	<b>Vienna, European Union Agency for Fundamental Rights (FRA), Fundamental Rights Promotion Department</b>
<b>Area of activity:</b>	<b>Fundamental Rights Promotion Department / Director's Office</b>
<b>Function Group:</b>	<b>FG IV</b>
<b>Status:</b>	<b>Contract Agent</b>

**2. Job Content**

**Overall purpose:**

The Fundamental Rights Promotion Department is responsible for the communication and general stakeholder engagement of the FRA. It communicates FRA work, coordinates the agency's awareness raising, and provides the European Union and its Member States, other key actors, as well as the public at large and the media, with high-quality and up-to-date information on fundamental rights and on FRA findings and advice.

The Director's Office supports and advises the Director in the day-to-day management of the agency, ensuring that the agency's objectives and related tasks, set out in the Founding Regulation, are achieved efficiently and effectively.

**Functions and Duties:**

The jobholder will work in the Media Communication & Innovation Section within the Fundamental Rights Promotion Department, under the supervision of the Head of Section Media Communication & Innovation and the Head of Fundamental

Rights Promotion Department. The jobholder will also work on media tasks related to the Director and his activities, for which he/she will be under the immediate supervision of the Head of the Director's Office.

The main responsibilities of the successful candidate will be to ensure overall coherence and maximise impact of the Agency's media communication across media channels.

He/she will be responsible for:

- Developing and implementing an effective and innovative media strategy to help the agency deliver on its task to promote public awareness of fundamental rights and FRA's work;
- Advising the Director in all media related matters, providing support in developing effective messages for the media and acting as the Agency's and the Director's spokesperson;
- Creating attractive, newsworthy media content, including drafting of press releases;
- Building, maintaining and developing a strong network of media contacts across all relevant channels including traditional media, digital, social media and bloggers;
- Identifying opportunities in the European and international media to place opinion editorials by the Director and promote media coverage of FRA's work;
- Organising and moderating press events and disseminating information to the members of the press and media representatives;
- Formulate and edit content for FRA's social media and multi-media channels;
- Responding to enquiries from journalists with speed and accuracy ensuring that each opportunity is fully maximised;
- Advising and briefing FRA staff and FRA governing board members when undertaking media interviews;
- Liaising with media officers of the agency's external stakeholders including the EU institutions;
- Supporting the evaluation and reporting on progress of the agency's media impact;
- Carry out other related task as assigned by the Director and/or Head of the Fundamental Rights Promotion Department.

## **JOB REQUIREMENTS**

### **3. Qualifications and experience required**

#### **A. Eligibility criteria**

The candidate will be considered eligible for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:

- (a) Completed university studies of at least three years attested by a diploma<sup>1</sup> in journalism, communications, international relations, political science or related disciplines and, after having obtained the university diploma, at least three years of professional experience in line with the functions and duties set out in this job profile;
- (b) Thorough knowledge of one of the official languages of the European Union and a satisfactory<sup>2</sup> knowledge of another of the EU official languages to the extent necessary for the performance of the duties pertaining to the post.

Furthermore, in order to be eligible, the candidate must:

- Be a national of one of the Member States of the European Union;
- Be entitled to the full rights as a citizen<sup>3</sup>;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Be physically fit to perform the duties linked to the post<sup>4</sup>.

## **B. Selection criteria**

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria, which must be clearly specified in the applicant's Europass CV.

### **Essential**

- Demonstrated experience in performing the tasks described under functions and duties;
- Excellent English written and oral communication skills (at a level comparable native proficiency);

---

<sup>1</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration. In the case that an equivalence certificate was issued, this should as well have been done by the deadline for application.

<sup>2</sup> The level of knowledge considered satisfactory for the second language is B2. Please refer to <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>3</sup> Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

<sup>4</sup> Before being engaged, a member of the contract staff shall be medically examined in order that the Agency may be satisfied that he/she fulfils the requirements of Article 83 of the Conditions of Employment of Other Servants of the European Communities.

- Proven ability to develop and implement effective media strategies, including hands-on experience of reactive media work;
- Excellent media relations skills and proven ability to build positive co-operative working relations with journalists;
- Excellent writing skills, including the proven ability to produce accurate and tailored material for different media channels;
- Experience in using digital communication tools such as blogger engagement, social networks, video, search and digital marketing;
- Strong interpersonal and networking skills, ability to work well with others, independently and meeting tight deadlines.

### **Advantageous**

The following characteristics will be considered as additional assets:

- Experience of working in a media outlet;
- Knowledge and experience in the area of fundamental rights;
- Good command of German (level B2 and above);
- Passionate, creative and determined with the ability to take initiative and to solve problems effectively;
- Strong time and project management skills with the ability to prioritise, meet deadlines and effectively manage competing organisational demands;
- Experience of working in a multicultural, multilingual and multidisciplinary environment;
- Good knowledge in the field of EU decision-making processes, its institutions and policies related to the field of FRA's activities;
- Good knowledge of Adobe Creative Suite (Photoshop, In Design, etc.).

### **SUBMISSION OF APPLICATIONS**

Candidates are requested to submit their application electronically through the Agency's website on the Agency's website: [www.fra.europa.eu](http://www.fra.europa.eu).

**Only** online applications will be accepted.

An application will be deemed admissible only if it includes:

- a **CV in [Europass format](#)** (other formats will not be considered);
- a **motivation letter** (preferably no more than one page);
- a fully filled in **eligibility and selection criteria grid**.

Information concerning the status of the selection procedure can be found at the following address: <http://fra.europa.eu/en/about-fra/recruitment/vacancies>.

In case you experience technical problems during your application please contact, within the above mentioned deadline, the e-mail address below providing an explanation of the issue: [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu).

### **DEADLINE**

The deadline for the application is **08/12/2017 at 13:00** (Vienna Local time).

**Please note that due to the large number of applications we receive, the system may face problems in processing such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.**

### **EQUAL OPPORTUNITIES**

FRA urges anyone meeting the eligibility criteria and interested in the position to apply. FRA is an equal opportunities employer and encourages applications without distinction on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

FRA encourages candidates with disabilities to apply. If you consider yourself to have a physical, mental, intellectual or sensory disability, please tick the appropriate box on the on-line application form and indicate any adjustments or arrangements, relating to your disability, so FRA can ensure your full and equal participation in the interview and tests.

### **SELECTION PROCEDURE**

A Selection Committee is nominated by the Appointing Authority of FRA.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications (see section 3.A eligibility criteria).

Only the applications of eligible candidates will be evaluated in accordance with the selection criteria as specified in the publication notice (see section 3.B). **The Agency**

**will invite for an interview the top 8 candidates among those who have obtained at least 60%.** The interview will mainly be held in English and the candidates will undergo a written test in English. The interview will take place in Vienna (Austria), where the Agency has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s)<sup>1</sup> and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. Prior to contract signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Committee. This reserve list will be proposed to the Appointing Authority of FRA. The Appointing Authority will decide on the establishment on the reserve list. This reserve list will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended). The reserve list may be used for future recruitment, should vacancies arise. Each candidate who participated in the interview 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.

On the basis of the adopted reserve list, the Appointing Authority of FRA may offer a contract of engagement.

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, **the Agency regrets that only candidates selected for the interviews will be contacted.** Applicants are invited to follow the recruitment process on the FRA website.

## **ENGAGEMENT AND CONDITIONS OF EMPLOYMENT**

A contract will be offered as a member of the contract staff pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union for a fixed period of 2 years. The contract may be renewed.

The successful candidate will be recruited in Function Group IV. The grade (13, 14 or 16) will be determined in accordance with the number of years of experience of the successful candidate (i.e. professional experience of up to 7 years for grade 13; professional experience of more than 7 years for grade 14 and professional

experience of more than 20 years for grade 16). The basic salary for grades 13, 14 and 16 are respectively € 3353,84, € 3794,69 and € 4857,84.

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 Union tax deducted at source and it is exempt of national taxation.

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

Moreover, FRA offers different opportunities of schooling services through service level agreements with international schools and pre-school establishments, and has introduced policies on teleworking and flexitime in its attempt to reconcile work and private life.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information on Contract 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).

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials and the Conditions of Employment of other Servants of the European Union which is accessible at the following address:

<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.

## **DATA PROTECTION**

Personal data shall be processed solely for the purpose of the selection procedure.

Please note that FRA will not return applications to candidates. The personal information FRA requests from applicants 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. This applies in particular to the confidentiality and security of such data.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the following address: [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu).

For further information with regard to the processing of personal data, please see FRA's [Privacy Statement](#).

### **APPEAL PROCEDURES**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address:

#### **The Director**

European Union Agency for Fundamental Rights  
Schwarzenbergplatz 11  
A-1040 Vienna  
Austria

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time the completion of the selection procedure is published on the Web-site at the following link: <http://fra.europa.eu/en/about-fra/recruitment/vacancies>.

If the complaint is rejected, the candidate has the right to submit a judicial appeal to the General Court.

Arrangements for judicial appeals are as follows:

Procedure: please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the Agency. Any complaint to the Ombudsman must be made within two years of receiving the Agency's final position on the matter. (<http://www.ombudsman.europa.eu>).