



THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)

is seeking to recruit A SENIOR COMMUNICATIONS OFFICER

Come join the EU-OSHA - a dynamic Agency of the European Union based in the highly liveable city of **Bilbao**, Spain! We are a team of 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention.

Are you a **positive, flexible, and enthusiastic teammate** with a passion for **transforming technical information into compelling stories** that engage audiences? Do you have the drive to disseminate materials for maximum impact? Are you **experienced in creating content across multiple formats tailored to various channels**? If so, you might be just the person we are looking for! We have a **long-term, renewable three-year contract**¹ opportunity for the right candidate.

In our vibrant and respectful multicultural environment, **we foster work-life balance** and offer **flexible working arrangements such as part-time work, flexible hours, and teleworking**, all in a highly digitalised environment.

By joining EU-OSHA, on top of receiving an **attractive salary**, you would be covered **by EU Joint Sickness Insurance** and would contribute **to EU pension scheme**. For more information on our activities, go to <http://osha.europa.eu> and for more details on contractual and working conditions, go to **Section 6** of this vacancy notice.

If you meet all eligibility criteria (Section 3), have the profile we are looking for and want to join the EU-OSHA team, just **send us your application no later than Friday 14 March 2025 at 13h00 Bilbao Time!**

EUOSHA/CA/25/02 – Senior Communications Officer (FGIV)²

1 JOB FRAMEWORK

The Senior Communications Officer is part of the small (*3 staff members*) and dynamic Campaigns team within the Communication and Promotion Unit (CPU) composed of 18 staff members.

The CPU presents the Agency to its publics. It ensures that the OSH (Occupational Safety and Health) research findings, guidance documents and tools produced by the Agency reach their target audiences in a way that maximises their impact, contributing to the Agency's mission. The CPU is also responsible for running the Agency's campaigns, events, websites, publications, press, editorial and social media activities. These awareness-raising activities include the widely-recognised Healthy Workplaces Campaigns. The CPU is also responsible for ICT for the Agency.

Under the supervision of a Senior Communications Manager and reporting to the Head of Unit, the **Senior Communication Officer** is dedicated to supporting our Healthy Workplace Campaign by developing impactful communication content and liaising with media and other partners to optimise outreach and impact.

¹ It may be renewed for a five-year period. Any further renewal would be for an indefinite period.

² This document – originally prepared in English language - may be **machine** translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

2 JOB PROFILE

The Senior Communications Officer will have the following main duties:

Specific duties

- Produce high-quality communication content, across text and multi-media formats, tailored to diverse audiences and adapted to different channels and platforms;
- Actively contribute to the development and delivery of campaigns;
- Manage media requests and media monitoring processes;
- Provide advice and support to partners and stakeholders, ensuring effective communication and collaboration;
- Coordinate content production within the Agency;
- Oversee and contribute to the organisation of events and meetings in area(s) of expertise.
- Manage the production of reports on partner activities and campaign evaluations.

Generic duties

- Develop and implement comprehensive communication plans, leading the design and execution of related processes/projects;
- Build relationships with media and other partners;
- Collaborate with internal teams to gather relevant information and ensure materials and messages are clear, accurate and impactful;
- Translate service needs into precise technical specifications for framework contracts in own area(s) of expertise; ensure the correct implementation of framework contracts and perform related financial transactions;
- Perform any other relevant activities assigned by the Senior Communications Manager or the Head of Unit.

3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements:

General conditions

Candidates must:

- be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement);
- have fulfilled any obligations imposed on them by the applicable laws on military service;
- produce the appropriate character references as to their suitability for the performance of their duties³;
- be physically fit to perform the duties.

Education

Candidates must have a level of education that corresponds to completed university studies of at least three years attested by a diploma.

Only diplomas that have been awarded in EU member states⁴ or that are the subject of equivalence certificates issued by authorities in the said member states will be taken into consideration.

³ Prior to appointment, evidence of no criminal record is needed.

⁴ Diploma obtained in UK before 31/01/2020 are automatically recognised and are thus not subject of equivalence certificates.

Knowledge of languages

Candidates must possess a thorough knowledge⁵ of one of the official languages of the EU and a satisfactory knowledge⁶ of another EU language to the extent necessary for performance of his/her duties.

Important recommendation

Please note that only candidates who meet all the above-listed eligibility criteria will be considered for the selection process. We kindly ask that **individuals who do not meet these criteria to refrain from submitting an application**, as doing so will not advance their candidacy. Concerned candidates **will not be invited for interviews or written tests**.

We appreciate your understanding and cooperation in ensuring that only eligible candidates apply."

4 SELECTION CRITERIA

The following criteria will be used to assess candidates through their application⁷, interview and written test(s).

4.1. Essential

Candidates must have:

Professional experience and skills

- At least three years of professional experience following the award of the required diploma⁸ in line with the duties under the job profile (Section 2 above), including in particular in:
 - editorial work and content creation across different formats,
 - managing relations with media,
 - partners and stakeholders engagement,
- Proven experience of working with communication campaigns;
- Very good digital tools skills (in particular Office 365) and a capacity to adapt to different tools and software;
- Excellent oral and written communications skills in English (C1)⁹.

Behavioural competencies

- High attention to details and accuracy;
- Strong ability to self-organise, delivering quality results in a service oriented way;
- Excellent teamworking skills, valuing diversity;
- Ability to establish productive partnerships with partners and stakeholders.

4.2. Advantageous

The non-fulfilment of one or more of these advantageous criteria will not result in the candidate's exclusion from the selection process, but it may affect their chances of being invited for interview and written test(s).

⁵ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#).

⁶ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

⁷ The motivation (or other information) candidates write in their application under the section "additional information" is not considered nor assessed during the screening of applications.

⁸ Only duly documented remunerated professional activity is taken into account.

⁹ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#).

- Knowledge of website content management;
- Knowledge of social media practices;
- Experience in graphic design and visual storytelling;
- Experience in fostering innovation in communication methods and technologies;
- Familiarity with EU institutions or public administration policies and practices.

5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Nadège Perrine, Heike Klempa, Jan Ole Voss.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule constitutes grounds for disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the procedure (EUOSHA/CA/25/02).

The selection procedure will be carried in out in three phases.

Phase 1 – Screening of applications¹⁰

The Selection Committee will evaluate the information¹¹ provided in the applications against the selection criteria outlined under “Professional Experience and Skills” and “Advantageous” in Section 4. Applications that best meet these criteria will then be further reviewed to ensure they meet all required eligibility criteria listed in Section 3, with support from the HR Section. All criteria must be met by the application deadline. Approximately six candidates are expected to advance to Phase 2. The interview and written test(s) are tentatively scheduled for around end April 2025.

Candidates can check the status of their application through EU-OSHA eRecruitment tool. This check can typically occur within one month after the aforementioned tentative date.

Phase 2 – Interviews and written test(s)

The Selection Committee will assess candidates’ professional experience, knowledge, skills and behavioural competencies as per Section 4, as well as motivation.

The interview and written test(s), a part of which will be in an anonymized form, will be carried out in English and remotely.

For candidates who have English as their mother tongue or first language, the level¹² of their 2nd EU language as declared in their application will be tested using appropriate means. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to behavioural competencies and motivation and at least 70% of the points allocated to professional experience, knowledge and skills.

¹⁰ At any phase of the procedure, candidates may be requested to provide additional information or documents. They may be disqualified if, at any stage of the procedure, it is established that the information in the application is incorrect or incomplete.

¹¹ The motivation (or other information) candidates write in their application under the section “additional information” is not considered nor assessed during the screening of applications (Phase 1).

¹² Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

Phase 3 – Possible Job Offer

Considering the list submitted by the Selection Committee, the Executive Director will decide on the most suitable candidate for a possible job offer and/or the inclusion of suitable candidates in a reserve list, if any. Before doing so, he may discuss further with one or more candidates regarding their background and motivation.

This step is planned to take place within one month after the date of interview. The reserve list, if any, will be valid until 31/12/2026 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to a possible job offer references check may be arranged.

When such a position becomes vacant or needs to be covered, the Executive Director may offer a job to a candidate in the list whose profile best matches EU-OSHA's needs at that time.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union¹³ (CEOS) for a long-term contract of three years as Contract Agent Function Group (FG) IV, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

The EU-OSHA will be bound to the job offer only where the successful candidate, prior to the contract signature, has:

- provided all requested documents proving for instance, their eligibility,
- undergone the compulsory medical examination that establishes they meet the standard of physical fitness necessary to perform the duties involved,
- has informed EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position is **based in Bilbao** and staff members are required to reside in Bilbao or its surroundings. The jobholder will work in a multicultural environment where on-going dialogue between management and staff, including representatives of the staff, is regarded as vital.

At EU-OSHA, we promote **flexible working arrangements** and support a **healthy work-life balance** for our staff. In accordance with the applicable rules, the standard working time is based on a 40-hour workweek on average. We offer part-time work, flexible working hours, and teleworking. Employees can **telework from Bilbao** and its surroundings for **up to 60% of the workweek**. Additionally, teleworking **from outside Bilbao** and its surroundings is permitted for **up to 10 days per year**.

Pay and other benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 92.30 %).

Staff **may be** entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

¹³ The full text is available [here](#).

The salary of staff members is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Contract Agent Function Group IV grade 13 (i.e. with up to 5 years of professional experience) is of around **3700 Euro** for an expat, single, and **5500 Euro for an expat with 2 children at pre-school**.

As an indication, the net monthly salary for a Contract Agent Function Group IV grade 14 (i.e. with more than 5 years and up to 17 years of professional experience) is of around **4200 Euro** for an expat, single, and **6000 Euro for an expat with 2 children at pre-school**.

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse some expenses incurred, notably removal expenses.

From day 1, staff members are covered against sickness and accident through the EU Joint Sickness Insurance Scheme (JSIS). JSIS reimburses 80-85% of most healthcare costs and in case of accident, it reimburses up to 100%.

Staff members have also the possibility to earn an EU pension after just 10 years of working for an EU institution. Normal retirement age is 66, but one can also retire as early as 58 with a deduction of the pension amount.

To read more on the advantages of working for EU-OSHA, please follow this [link](#).

7 APPLICATION PROCESS

Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds 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.

In case of a disability, please do inform Human Resources at recruitment@osha.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so that EU-OSHA can ensure your equal participation in the interviews/tests.

Application

Candidates must submit their application through the Agency eRecruitment tool [[here](#)].

Candidates need first to create an account in the eRecruitment tool and then to submit their applications.

The application must be submitted in the eRecruitment tool by **no later than Friday 14 March 2025 at 13h00 Bilbao Time**.

Candidates are strongly advised not to wait until the date of the deadline to submit their applications. EU-OSHA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise at the last minute.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the [website](#).

8 DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information please follow this [link](#).

9 LEGAL REMEDIES

Candidates can submit a request for review or a complaint within the set deadlines and as indicated in the following [link](#).