



EUROPEAN AVIATION SAFETY AGENCY
VACANCY NOTICE REF.: EASA/AST/2006/003

Web Content Developer (F/M)
Temporary Agent (C*2)

Applications are invited for the post of **Web Content Developer** within the **Executive Directorate** of the **European Aviation Safety Agency** established by European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (OJ L 240, 7.9.2002) on common rules in the field of civil aviation and establishing a European Aviation Safety Agency. 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.

The Agency assists the European Commission in preparing EU legislation on civil aviation safety and environmental compatibility. It also develops its own standards (certification specifications and guidance material) to facilitate the implementation of its objectives.

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

The Executive Directorate:

A team assists the Executive Director in the 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 and in risks assessment and internal audit. The office of the Executive Director also provides the secretariat for the Agency Management Board.

Job description:

The web content developer will, as part of the Communications unit within the Executive Directorate, be responsible for:

- Maintaining and developing the structure, design, content management system and databases of the Agency's website, extranets and intranet;
- Creating and editing of client- and server-side code, images and graphical user interface of the Agency's website, extranets and intranet;
- Selection and ordering of existing technology to support the Agency's web needs, for example client-side 'widgets', search engines, data parsing tools, translation tools and web production software and hardware;
- Setting up and implementing web-based applications to enable editing of web pages by non-specialised users within the Agency (e.g. WYSIWIG editors), including basic training on these applications;
- Dealing with requests for new information to be included on the internet/intranet;
- Ensuring that web-based information is stored, maintained and backed up in an efficient way;
- Liaising with the Agency's ICT and Software Development units on technical aspects of the website, intranet and content management system;
- Liaising with external contractors;
- Performing any other task requested by the Communications Manager or Web Content Manager to assist in dealing with information and communication issues and projects

Qualifications and experience required:

A. ELIGIBILITY CRITERIA:

A1: A level of post-secondary education attested by a diploma and after having obtained the diploma, 3 years of relevant professional experience;
OR

A level of secondary education attested by a diploma giving access to post-secondary education and after having obtained the diploma, 6 years of relevant professional experience

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 duties¹.

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

- Be a national of a Member State of the European Union, Norway or Iceland;
- Be entitled to his or her full rights as a citizen²;
- 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 post³.

B. SELECTION CRITERIA:

Essential

- Expert knowledge of web publishing and client-side scripting: HTML, CSS, DHTML, JavaScript, XML ;
- Expert knowledge of LAMPP-based (Apache, MySQL, PHP/Perl) content management systems, preferably with developer-level knowledge of a leading open source CMS tool (e.g. Drupal, Mambo, Postnuke, Typo3, WebGUI);
- Strong knowledge of PHP scripting and MySQL database administration
- Proficiency in Macromedia and Adobe tools (Dreamweaver, Fireworks, Illustrator, Photoshop, Acrobat, InDesign and FrameMaker) and graphic design;
- Proficiency in large-scale document management (metadata, file conversion and renaming, multilingual document repositories) ;
- Proficiency in web server administration (Apache, Linux, MySQL, PHP);
- Good communication skills and ability to communicate effectively in written English, including ability to draft support documentation, in particular functional specification documents, web publishing workflows and end user help;
- Good organisational and planning skills;
- Strong interpersonal skills and ability to integrate into an international and multicultural environment;
- Proven ability to develop skills in line with evolving web technology

Advantageous

- Experience of web development on multilingual or content-rich websites;
- Experience of large-scale document management tools (e.g. Stellent, Documentum);
- Proven interest in private web publishing, demonstrated via a personal website, blog or web portfolio;
- Experience in development of content pay-per-view and subscription websites and shopping cart systems;

¹ In addition, in order to be eligible to a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

² Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

³ 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).

- Proficiency in document editing and publishing;
- Active membership of a relevant CMS development community (e.g. Drupal, Mambo, Postnuke, Typo3, WebGUI);
- Knowledge of MS Access databases;
- Knowledge of Oracle databases;
- Personal interest or professional experience in the aerospace sector.

Appointment and conditions of employment:

A contract offer will be made as a member of the temporary staff pursuant the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities⁴ for a five-year period, which may be renewed. **The successful candidate will be recruited in the grade C*2.**

The jobholder will be appointed by the Executive Director on the basis of a reserve list of candidates proposed by the Selection Committee. Candidates should note that the proposal may be made public and that an inclusion on the reserve list does not guarantee recruitment. The established reserve list may be used for the recruitment of a similar post depending on the needs of the Agency and will be valid until 31/12/2006 (the validity of the reserve 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.

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 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 form⁵;
- 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.

⁴ For further information refer to: http://europa.eu.int/comm/dgs/personnel_administration/publications_en.htm

⁵ This document is available on the following website: http://www.easa.eu.int/career_opp_en.html

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 **02/01/2006**.

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 Sector
Ref.: EASA/AST/2006/003
Postfach 10 12 53
D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency

Human Resources - Recruitment Sector
Ref.: EASA/AST/2006/003
Ottoplatz 1
D-50679 Cologne, Germany