**We are looking for a Public Relations specialist to work in the NANOPLANT project financed by the European Commission's H2020 programme.**

**Half-time employment** for the entire life-span of the project (**until 31/08/2024**)

Salary: **ca.2760 PLN gross, ca. 1970 PLN net** (630 EUR gross, approx. 450 EUR net)

Place of work: Institute of Plant Genetics, Polish Academy of Sciences, 34 Strzeszyńska street, Poznań

Deadline for applications**: 19 September 2019**

Tasks:

• Running a project website, including a newsletter;

• Popularization of the project in the social media (Facebook, Twitter, Instagram);

• Development of the Visual Identification System for the project;

• Design and prepare promotional materials such as flyers, brochures, booklets, posters about the project;

• Planning media relation activities;

• Building and maintaining relations with journalists, local authorities, research institutions and universities;

• Organization of outreach activities as part of the project;

• Preparation of reports and summaries on activities related to project promotion and outreach activities;

• Implementation of reporting tasks within the project (WP7 Promotion and dissemination).

REQUIREMENTS

- higher education (journalism, social sciences, marketing, political science)

- fluent knowledge of English

- the ability to write easily

- fluent in MS Office package

- ability to use graphic programs

- ability to work in an international team

- experience in dealing with the media

- creativity

- communicativeness

- ability to establish contacts

**The application must contain the following statement:**

*"I, the undersigned, give my consent to the processing by the Institute of Plant Genetics, Polish Academy of Sciences (hereinafter referred to as IGR PAN) with headquarters at Strzeszyńska 34, 60-479 Poznań, my personal data contained in the submitted competition documentation for the needs necessary in the recruitment process, including to put my name and surname in the information on the results of the recruitment carried out on the Institute’s website. I have been informed that consent is voluntary and that I have the right to withdraw my consent at any time, and withdrawal of consent does not affect the lawfulness of the processing that was carried out on its basis before its withdrawal. I have also read the IGR PAN information clause.”*

Documents in the electronic form (in 1 pdf file) must be sent by e-mail to: work@igr.poznan.pl putting in the title: „**PR specialist NANOPLANT** .

*Pursuant to article 13 Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter General Data Protection Regulation - GDPR), the Employer informs that:*

*a) the administrator of personal data obtained, collected and processed as a part of the implementation of this agreement is the Institute of Plant Genetics, Polish Academy of Sciences, 34 Strzeszyńska str., 60-479 Poznań Regon: 000326204, NIP 7811621455,*

*b) contact with the inspector of personal data protection of the Institute of Plant Genetics, Polish Academy of Sciences in Poznan, is possible at the following e-mail address: iodo@igr.poznan.pl,*

*c) personal data is processed in order to implement the administrator's tasks related to recruitment for a vacancy,*

*d) Legal basis for data processing: consent of the data subject.*

*e) Your data collected in the current recruitment process will be deleted, but not later than within 4 months of the recruitment being resolved. After this period, personal data will be effectively destroyed, which means that there will be no access to them or the ability to restore them.*

*f) If a given candidate is chosen - the candidate's personal data will be forwarded to the Institute’s administration in order to establish an employment relationship. Personal data of the candidate who won the recruitment will be processed for the purpose of: implementing the contract to which the selected candidate is a party, as well as taking action for the benefit of the selected candidate before concluding the contract (in accordance with Article 6 para. 1 lit.(B) of the GDPR)*

*g) with respect to personal data obtained, the Institute will not make decisions in an automated manner,*

*h) Your personal data will not be transferred to a third country.*

*i) The candidate whose data is processed has the right to:*

*- access to the content of his/her personal data, request its rectification or deletion on the terms set out in Articles 15-17 of the GDPR*

*- restrict data processing, in cases specified in Article 18 of the GDPR,*

*- data transfer on the principles set out in Article 20, GDPR,*

*- withdraw the consent at any time without affecting the lawfulness of the processing that was carried out on the basis of consent before its withdrawal '*

*- lodge a complaint to the President of the Office for Personal Data Protection.*