



**Title:** Job offer for Public Relations specialist, Innovation Broker and Lab manager

**Director of the Institute of Plant Genetics, Polish Academy of Sciences (IPG PAS) in Poznan announces open competition for various managerial positions at the IPG PAS in the framework of Horizon 2020 ERA Chair project (NANOPLANT- GA856961) funded by the EU.**

**Job details:**

**Number of positions:** 03 (Public Relations specialist- 1, Innovation Broker- 1 and Lab manager- 1)

Work place: IPG PAS, Poznań, Poland

**Contract type:** Full-time employment, fixed term for 3 years

**Salary range:** Public Relations Specialist (1250,00 Euro per month), Innovation Broker (1250,00 Euro per month) and lab manager (1000,00 Euro per month). Higher salaries may be possible commensurate with qualification and experience.

**Job location:** IPG PAS, Poznań, Poland

**Deadline:** The selection process will be kept open until a suitable candidate is found. Applications received earlier will be assured of careful consideration.

**Required Qualifications**

**Public Relations Specialist (PR-01):**

1. Higher education (journalism, social sciences, marketing, political science and etc.).
2. Excellent oral and written communication skills in English and Polish.
3. Sound knowledge in MS Office package.
4. Ability to use graphic programs.
5. Ability to work in an international team.
6. Experience in dealing with the communication media.
7. Creative, communicative and ability to establish contacts.
8. Understanding of H2020 budget rules will be a great asset.

**Innovation Broker (IB-01):**

1. Higher education.
2. Excellent oral and written communication skills in English and Polish.
3. Knowledge of research funding sources, rules of applying for domestic and foreign funds and the possibility of acquiring industrial partners.
4. Experience in brokerage services in the area of knowledge and technology transfer.
5. Ability to approach the issues in technology transfer with contacts in science and business.
6. Great motivation to act, like challenges, socially active, self-confident, and communicative.
7. Previous experience in similar roles in European projects will be a plus.

**Lab manager (LM-01):**

1. Education: higher, preferably, biotechnology/nanotechnology or related.
2. Ability to communicate in English and Polish.
3. Knowledge of the language English at the communicative level as well as writing level.
4. Excellent ability to use MS Office (with particular emphasis on MS Excel).
5. Knowledge of the specifics of work in the scientific environment, experience in working in a research laboratory will be an additional advantage, but not essential.
6. Very good organization of work, the ability to set priorities, analytical and strategic thinking skills.
7. Accuracy and timeliness in the implementation of tasks.
8. Previous experience in EU projects will be a plus.

**Main duties****Public Relations Specialist:**

1. Running the project website.
2. Popularization of the project in the social media (Facebook, Twitter, Instagram and etc.).
3. Design and prepare promotional materials such as newsletters, flyers, brochures, booklets, posters about the project.
4. Planning media relation activities, building and maintaining relations with journalists, local authorities, research institutions and other stakeholders.

5. Organization of outreach activities.
6. Preparation of meeting minutes, reports and summaries on activities related to project promotion and outreach activities.
7. Implementation of reporting tasks within the project (WP7 Promotion and dissemination).

**Innovation Broker:**

1. Connecting ideas, researchers, organizations, and communities to enable and support the innovation process related to plant science, agricultural productivity and plant nanotechnology.
2. Identifying resources in view of intellectual properties (IP) for suitable technological development.
3. Extending innovation networks, initiating contact, gathering information on innovative agricultural/fertilizers/plant stimulant related projects as well as communicating the results within network and beyond.
4. Creating the concept of business implementation for start-up and marketing of the generated IPs with appropriate entrepreneurs.
5. Managing the processes of commercialization and distribution of scientific research results.
6. Market analysis and building relationships with entrepreneurs.
7. Estimating the economic costs of technology transfer and commercialization of expert's knowledge in terms of consultancy project.
8. Assistance in obtaining funds for research and development and implementation projects.
9. Presentation of the Institute's potential in the form of technology, know-how and patents during promotional and information events (fairs and conferences).
10. Conducting trainings and workshops in the field of commercialization of scientific projects and technology transfer.

**Lab manager:**

1. Placing orders for laboratory materials (e.g. apparatus, reagents, office supplies, cleaning products, health and safety materials) and keeping full documentation regarding orders.
2. Monitoring of project implementation expenses in cooperation with the project coordinator and other team members, HR and finance departments.
3. Create and maintain inventory list for reagents and laboratory equipment.

4. Assisting the team in the organization of scientific trips and timely reporting and settlement of domestic and foreign delegations in cooperation with the HR and finance department.
5. Cooperation with the HR department in the scope of concluding contracts for specific work/orders/ manpower/team member.
6. Taking care of the good organization of the Laboratory's work.

### **Documents Required**

1. Curriculum vitae in English.
2. Letter of motivation describing the candidate's skills and interest in the position.
3. The contact details of 3 references, who may be contacted for an opinion on the candidate.
4. Scan or photocopy of the educational degree or diploma.
5. Information about career break (if applicable).
6. Experience certificates (if applicable).
7. Consent to the processing of personal data of the Candidate for the purposes of the competition.

### **How to Apply**

Applications prepared in English with all the required documents in the electronic form compiled to a single file must be sent to: [work@igr.poznan.pl](mailto:work@igr.poznan.pl) **clearly mentioning the position applied for in the subject of the email** (PR-01 Nanoplant for Public Relations Specialist, IB-01 Nanoplant for Innovation Broker and LM-01 Nanoplant for Lab manager position).

More information on the project can be found at <http://nano-plant.eu> and informal inquiries related to the position, if any, should be addressed to the coordinator: [nanoplant@igr.poznan.pl](mailto:nanoplant@igr.poznan.pl)

### **Selection Process**

The selection of the best candidate is carried out in two rounds. In the first round, candidates will be evaluated on the basis of their qualification and experience. The documents submitted by the candidates will be evaluated by the Selection Committee and the top candidate(s) will be invited, on a first-come, first-served basis, for interview to the Selection Committee (via videoconference or by visiting IPGPAS).

**Announcement of the results:** As soon as the positions are filled.

### **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 Strzeszynska 34, 60-479 Poznan, 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."*

ATTENTION: at the stage of the recruitment process, there is no requirement to present documents certified by the apostille clause nor the requirement of nostrification of diplomas (<https://nawa.gov.pl/uznawalnosc/informacje-dla-uczelninostryfikacja-dyplomow>). These requirements must be met if the candidate is accepted.