



Title: Job offer for Public Relations Specialist

**Director of the Institute of Plant Genetics, Polish Academy of Sciences (IPG PAS)
in Poznan announces recruitment for the position of PR Specialist
at the IPG PAS in the framework of the Horizon 2020 ERA Chair project
(NANOPLANT- GA856961) funded by the EU.**

Job details:

Number of positions: 01

Work place: IPG PAS, Poznań, Poland

Contract type: Full-time/ part-time employment, fixed term

Salary range: 1500,00 Euro (double gross). Higher salaries may be possible commensurate with qualification and experience.

Deadline: The selection process will be kept open until a suitable candidate is found.

Required Qualifications

Public Relations Specialist (PR-01):

1. Higher education (journalism, social sciences, marketing, political science, etc.).
2. Excellent oral and written communication skills in English and Polish.
3. Sound knowledge of 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.
9. Experience in organizing events such as conferences and fairs is welcome.

Main duties

Public Relations Specialist:

1. Running the project website.
2. Popularization of the project in the social media.
3. Prepare promotional materials such as newsletters, flyers, brochures, booklets, posters about the project.
4. Planning media relations 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).

Documents Required

1. Curriculum vitae in English.
2. Letter of motivation describing the candidate's skills and interest in the position.
3. Consent to the processing of the Candidate's personal data 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 **clearly mentioning the position applied for in the subject of the e-mail (PR-Specialist)**.

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

Selection Process

The selection of the best candidate is carried out in two rounds. In the first round, candidates will be evaluated based on their qualifications 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 an interview with the Selection Committee (via videoconference or by visiting IPGPAS).

Announcement of the results: As soon as the position is 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."