



Medical University of Warsaw, Poland

REGPOT-2012-2013-1 Program EU FP7

Project BASTION (From Basic to Translational Research in Oncology)

is looking for a

PUBLIC RELATIONS SPECIALIST

Nr ref. APK2/1210-21/2012

Mandatory requirements:

- higher education degree in biological sciences, additionally management-related degree,
- excellent writing skills in Polish and English confirmed by a minimum of 5 publications in scientific journals or posters presented at international scientific conferences,
- at least 1.5 year working experience in a project funded by the European Commission within the framework of FP7,
- familiarity with working in the international environment (all kinds of professional internships, trainings which took place abroad),
- communicative English language skills,
- experienced in organizing the events (i.e. Kick-off meetings, conferences), writing press releases, preparation of external communications items (brochures, roll-ups, newsletter, logo, etc.).

In addition, person should have the following attributes:

- the ability to communicate clearly
- creativity
- initiative
- good judgement
- an outgoing personality
- self confidence
- being highly organized and detail oriented

Job duties and tasks:

- planning, developing and implementing PR strategies,
- responding to requests for information from the media,
- preparation of articles, maintaining and updating information on the BASTION website,
- preparation of Policy Paper, proposing a set of actions to improve cancer prevention,
- preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes,
- establishing and maintenance of cooperative relationships with representatives of community, consumer, employee, and public interest groups,
- planning and directing of informational programs to maintain favorable public and stakeholders perceptions of BASTION project accomplishments,
- organizing events including press conferences, exhibitions, open days and press tours,
- studying the objectives, promotional policies and needs of BASTION project to develop public relations strategies that will influence public opinion or promote ideas, products and services,
- consulting with advertising agencies staff to arrange promotional campaigns in all types of media for products, organizations, or individuals,
- preparing speeches to further public relations objectives,
- fostering community relations through events such as open days and through involvement in community initiatives,
- managing the PR aspect of a potential crisis situation

Required documents and declarations:

- motivation letter,
- CV,
- copy of degree diplomas,
- contact information, including e-mail address and phone number,
- short press information for media (~500 words) about the BASTION project (based on the information available at our web-site: www.bastion.wum.edu.pl),
- the candidates may include additional information or copies of documents/certificates in support of the application,
- copy of certificate of employment,
- declaration about authorization for personal data processing: „I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process (in accordance with the Personal Data Protection Act, Journal of Laws of 2002, no 101, item 926 as amended).

Applications should be submitted by 3 p.m. (Warsaw time) on 16th November 2012, to magdalena.winiarska@wum.edu.pl with a note in the e-mail subject: "Competition for the position of

PR specialist ref. no. APK2/1210/21/2012 in "BASTION" project"

For more information on the project including expectations from a new group leader and admission procedures please visit our website at <http://bastion.wum.edu.pl/en/start>
Please be advised that only selected candidates will be contacted, and sent documents will not be returned.