



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 (PART-TIME JOB)
Nr ref. APK2/1210-38/2014

Mandatory requirements:

- higher education degree (additional management-related degree will be welcome),
- excellent writing and communicative skills in Polish and English,
- familiarity with working in the international environment related to biomedicine, pharmacy or health (all kinds of professional internships, trainings which took place abroad),
- familiarity with national environment of oncology,
- proven experience in the organization of scientific events (i.e. workshops, seminars, conferences),
- writing press releases, preparation of external communications items (brochures, roll-ups, newsletter, etc.),
- flexibility to spend a few weeks/months abroad in the seat of partnering organisations for BASTION project.

In addition, person should have the following attributes:

- 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 popular science articles, creating, maintaining and updating information for target groups 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 programs,
- establishing and maintenance of cooperative relationships with representatives of community, consumers, employers, 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,
- preparing speeches to further public relations objectives,
- managing the PR aspect of a potential crisis situation,
- reconciliation and budget management dedicated to the tasks associated with the promotion of the project.

Required documents and declarations:

- motivation letter,
- CV, with contact information, including e-mail address and phone number,
- copy of degree diplomas,
- short press information for media (~500 words) about the final report of 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,

- 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 15th December 2014, to magdalena.winiarska@wum.edu.pl with a note in the e-mail subject: "*Competition for the position of PR specialist*"

The admission procedure will be carried out in two steps. First, the applicants are requested to submit application documents. Shortlisting will be carried out within 3 days after the closing date. Applications will be assessed against person specification criteria and 3-4 applicants will be invited for interview. During the interview candidates will be scored with regard to communication skills, teamwork and project competency. Successful candidates will be offered a position within 2 days after the interview date.

The Candidate will be employed for 8. months, part time job (3/4) in accordance with the provisions of law.

For more information on the project visit our website at <http://bastion.wum.edu.pl/>
Please be advised that only selected candidates will be contacted, and sent documents will not be returned.