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Science Communication Officer

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27/12/2022

Job Information

Organisation/Company	Institute of Oceanology Polish Academy of Sciences
Department	HR Department
Research Field	Environmental science » Earth science
Researcher Profile	First Stage Researcher (R1)
Country	Poland
Application Deadline	27/01/2023 - 23:59 (Europe/Brussels)
Type of Contract	Temporary
Job Status	Full-time
Hours Per Week	40
Offer Starting Date	01/03/2023 - 12:00
Is the job funded through the EU Research Framework Programme?	H2020
Reference Number	7/2022
Is the Job related to staff position within a Research Infrastructure?	Yes

Offer Description

The International Ocean Carbon Coordination Project (IOCCP; www.ioccp.org), based at the Institute of Oceanology of the Polish Academy of Sciences (IO PAN) in Sopot, Poland as part of the Institute's Large-Scale Processes Team of the Department of Marine Chemistry & Biogeochemistry, offers a fixed-term, full-time employment as a Science Communication Officer. The position is available initially until May 31, 2024 (15 months), with the possibility of extension depending on the availability of funds and mutually satisfactory employment. The monthly salary will be around PLN 10,000 net, depending on the employee's experience. Other terms of employment (e.g. part-time) can be negotiated on an individual basis.

The candidate will support the team of scientists in a wide range of duties related to international communication and coordination of elements of the global ocean observation system. The tasks will be performed in close collaboration with many foreign institutions as part of several international projects, e.g. IOCCP, [H2020 EuroSea](#), [H2020 ECOTIP](#), [Horizon Europe OceanICU](#). All tasks are performed in English. We offer very interesting and independent work in a small team and a friendly atmosphere that promotes creativity and personal development of colleagues.

Description of tasks:

- Supporting the IOCCP office in the implementation of the project's mission and other tasks related to international communication and coordination of scientific research
- Creating and maintaining current communication channels (e.g. website, newsletter, social media),
- Working with a wide range of communication tools for:
 - teleconferences (e.g. Zoom, MS Teams, GoToMeeting)
 - project management (e.g. Trello, Monday.com),
 - support for shared workspaces (e.g. Sharepoint, Google Docs, Slack)
- Organization of logistics for international meetings, workshops and conferences (including teleconferences) in Poland and abroad
- Graphic editing of communication and promotional materials for projects
- Creating and editing reports related to IOCCP activities
- Occasional remote participation in meetings held at unfavourable times of the day

Requirements

Research Field Environmental science » Earth science

Education Level Master Degree or equivalent

Skills/Qualifications

- Excellent command of English
- Master's degree or equivalent professional experience
- Experience in communicating with various audiences
- Ability to create and manage a website using dedicated tools (e.g. WordPress, Joomla or other CMS) and generate new content
- Proficiency in using the Office suite
- Interpersonal skills - high personal culture, building positive relationships, effective communication
- Independence and commitment to perform assigned duties

Languages ENGLISH

Level Excellent

Additional Information

Benefits

Fixed-term, full-time employment as a Science Communication Officer. The position is available initially until May 31, 2024 (15 months), with the possibility of extension depending on the availability of funds and mutually satisfactory employment. The monthly salary will be around PLN 10,000 net, depending on the employee's experience. Other terms of employment (e.g. part-time) can be negotiated on an individual basis.

Eligibility criteria

Application:

Job application should consist of:

- resume,
- cover letter, and
- consent clause
(https://old.iopan.pl/praca/CONSENT_CLAUSE.pdf https://old.iopan.pl/praca/INFORMATION_ON_THE_PROCESSING_OF_PERSONAL_DATA.pdf)

Please submit your application electronically to: ioccp@ioccp.org, with the subject "IOCCP Communications Officer" no later than **January 27, 2023**.

Selection process

We plan to conduct interviews with selected candidates on February 6-10, 2023.

Work Location(s)

Number of offers available 1

Company/Institute Institute of Oceanology Polish Academy of Sciences

Country Poland

State/Province	pomorskie
City	Sopot
Postal Code	81-712
Street	Powstańców Warszawy 55

Where to apply

E-mail	ioccp@ioccp.org
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Contact

State/Province	pomorskie
City	Sopot
Street	Powstancow Warszawy 55
Postal Code	81-712
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