

CALL FOR APPLICATIONS: Technical Specialist

Job/position/grant:

Job reference:	AE2021-0116 (GPI - PE-GPI) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Job/position/grant:	Technical Specialist
City:	Porto
Research field:	Main: COMMUNICATION SCIENCES Sub: Science Communication, Journalism, Media studies

Job summary:

INESC TEC is accepting applications for 1 job in the Communication, Marketing and Events Organization

Project:	Management and Coordination of the UT_AUSTIN Portugal Program
Scientific Advisor:	Joana Desport Coelho
Duration of the contract:	from 2021-07-21 to 2022-07-20
Location:	INESC TEC, Porto, Portugal

Job description:

Work Area: Communication, Marketing and Events Organization

Project overview: - Assist the Program Coordination in the formulation and implementation of a Communication Plan; - Develop and implement the media and press office strategy: interaction with researchers and media, through the writing of press releases, interviews, opinion articles, events, among others; - Manage and analyze clipping performance and impact. - Produce different contents in English for dissemination across communication channels (e.g. newsletter; website); - Develop and produce communication materials, such as presentations, infographics, leaflets, videos, podcasts, activity reports, among others; - Plan, promote and organize events with the Program's seal, from Annual Conferences to workshops, Summer Schools, meetings with the Program's stakeholders, among others; - Coordinate the preparation of a year-long newsletter calendar; - Prepare and present performance and impact reports on communication activities regularly; - Organize Science Communication workshops for the Program's beneficiaries; - Manage the Program's social networks; Monitor communication channels deemed relevant to show the Program's value and impact.

Objectives: The work plan to be developed falls under the Program's Communication area, extending to the organization of training events, networking and dissemination activities. It will include operational tasks in tandem with more strategic ones, thus contributing to raising the Program's profile in media outlets and to communicating its visibility, brand and impact.

Academic Qualifications:	Bachelor or Master's degree in Communication Sciences, Social Communication, Science Communication, Journalism or similar
Minimum profile required:	A minimum of 2 years of experience in similar roles. Advanced proficiency in English - spoken and written - WordPress contents management. Relevant experience in managing social networks, websites and using Microsoft Office applications (Word, Excel, Access, PowerPoint, etc.)
Preference factors:	Experience in a communication agency with press office functions; Master's degree; Professional experience in the S&T area; Driving licence; Good knowledge of a second foreign language. Multimedia skills in image editing and processing, namely using Photoshop and InDesign.

Funding Entity:	FCT - Fundação para a Ciência e Tecnologia
Type of contract:	fixed-term contract
The hiring shall be governed by what is stipulated in the legislation in force regarding fixed individual employment contracts and by INESC TEC norms.	

Selection criteria:	The selection of the candidates will be based on the following criteria, in descending order of consideration: a) Relevant Curriculum in the concerned field of this tender b) Proven experience.
Selection Jury:	President of the Jury: Prof. José Manuel Mendonça; Member: Prof. Rui Carlos Oliveira; Member: Prof. João Claro;
Notification of results:	The results of the selection process will be sent to the interested by electronic mail.
Application period:	From 2021-06-09 to 2021-06-22
Application submission:	Electronic form filling in www.inesctec.pt in the section Work with Us