Call for expression of interest for a position in Communications in the Institute of Computer Science (ICS) Foundation for Research and Technology – Hellas (FORTH)

Position(s): A Communications officer position
Project: EL-SIC funded under the CEF EC Programme
Desired starting date: October 1, 2016
Duration: 12 months with possibility of extension
Location: Heraklion, Crete, Greece
Opening date: 8-August-2016
Closing date: 25-August-2016
Ref. EL-SIC-01-August2016

Description
The candidate will be responsible to design and implement the communication and awareness raising strategy of the Greek Safer Internet Center, in collaboration with the project Coordinator.

Individual tasks will include:
- Manage creation, production, and dissemination of printed publications for education, awareness raising, development, and administration purposes (such as press releases, newsletters, reports, brochures, exhibition and event postcards);
- Collaboratively manage and coordinate creation and update of web-content and for keeping website up-to-date;
- Develop social media participation, making the Safer Internet Center an active and innovate participant in major social media sites like Facebook, Twitter, etc;
- Conduct media relations program for selected events or activities; Work with the local and national media to
secure media placement; Maintain media archives;
• Take lead in conducting awareness raising campaigns, events, information dissemination workshops, dissemination of communication materials, etc. for target groups (stakeholders, Government bodies, NGOs, students/families, teachers, etc);

Prior experience in the field, ability to work in a team and to take initiative, ability to communicate with people and experience with media production, communication, and dissemination techniques and methods are very important.

• **Required qualifications:**
  o A degree in Communications or related field
  o Prior work experience in the field
  o Excellent oral and written English skills

• **Desired qualifications:**
  o M.Sc. in Communications or related field

**Application Submission**

Interested candidates can submit their applications via [http://www.ics.forth.gr/jobs/en/](http://www.ics.forth.gr/jobs/en/) using the link “Apply for the position” under the announcement. Applications must include:

• Detailed CV (including the names of three references)
• Scanned copies of academic titles
• Academic transcripts for each acquired degree
• Prior Work Experience certificates

**Contact Information:**

• For information and questions regarding the application and selection procedure, please contact Ms. Eleni Tsintari (tsintari@ics.forth.gr).
• For information and questions about the advertised position the activity of the group or the institute, please contact Paraskevi Fragopoulou (fragopou@ics.forth.gr).

**Selection Announcement**

The result of the selection will be announced on the website of ICS-FORTH. Candidates have the right to appeal the selection decision, by addressing their written objection to the ICS secretariat within five (5) days since the results announcement on the web. They also have the right to access (a) the files of the candidates as well as (b) the table of candidates’ scores (ranking of candidates results). All the above information related to the selection procedure will be available at the secretariat of IESL-FORTH in line with the Hellenic Data Protection Authority.