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

Position(s): Dissemination Assistant
Project: EL-SIC funded under the CEF EC Programme
Desired starting date: May 1, 2017
Duration: 8 months
Location: Heraklion, Crete, Greece
Opening date: 31-January-2017
Closing date: 14-February-2017
Ref. EL-SIC-04-January 2017

Description
The candidate will be responsible to design and develop dissemination material of the Greek Safer Internet Center and will assist in the communication and awareness raising activities of the Center, in collaboration with the project Coordinator. He/she will also be responsible for dissemination and publication material available on the web and the activity of the social media of the project.

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, guides, reports, brochures, exhibition and event postcards);
- Collaboratively manage and coordinate creation and update of web-content and for keeping website up-to-date;
- Assist in developing social media participation, making the Safer Internet Center an active and innovate participant in major social media sites like Facebook, Twitter, etc;
- Assist in conducting the mass media. Assist in contacting local and national media to secure media placement; Maintain media archives;

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

- Required qualifications:
  - BA in Journalism & Mass Media Communications
  - Documented experience in graphic design
Experience in video and audio editing
Communication and technical skills will be assessed with a personal interview

Application Submission

Interested candidates can submit their applications via 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)
- Prior Work Experience certificates

Contact Information:
- If you have any difficulties uploading your application, please send an email to the following address: webmaster@ics.forth.gr.
- For information and questions about the advertised positions, the activities of the group, or the Institute, please contact P. 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 FORTH-ICS in line with the Hellenic Data Protection Authority.