The International Centre for Genetic Engineering and Biotechnology (ICGEB), established in 1983, is an international, intergovernmental organisation conceived as a Centre of excellence for research, training and technology transfer to industry in the field of biotechnology to promote sustainable global development. The Centre conducts innovative research in life sciences and strengthens the research capability of its over 66 Member States through training, funding programmes and advisory services. Located in Trieste (Italy), New Delhi (India) and Cape Town (South Africa), and in collaboration with over 40 Affiliated Centres worldwide, the three ICGEB Components provide a scientific and educational environment of the highest international standards. Further information available at https://www.icgeb.org

The ICGEB invites applications for the post of Science/Research Communication Specialist and Public relations officer

POST TITLE: Science/Research Communication Specialist and Public relations officer

DUTY STATION: New Delhi

DATE REQUIRED: At the earliest

DURATION & REMUNERATION: The successful candidate shall initially be offered a twelve-month Special Service Agreement (SSA), renewable based on satisfactory performance. Salary will be up to Rs 75,000/- p.m. depending upon experience and competence.

DUTIES: Under the overall supervision of the Director, the incumbent will assist in the following:

- Prepare, manage, provide and advise on strategic communications for the Director
- Continually create scientific communications deliverables (articles, whitepapers, podcasts, documentaries, e-books) of the highest quality;
- Assist with researching topics, developing templates and providing feedback to writers for scientific writing materials.
- Develop informational content for our website and social media pages in the form of blog posts, infographics, and case studies
- Have an extensive knowledge and understanding of science terminology
- Collection, preparation and development of content for organisational and project reports, position papers, briefings, presentations and visual materials for a range of audiences, including senior management
- Perform Academic writing, including drafting scientific publications, at a high level for publications and reviews;
- Development and delivery of plans, processes and tools to support communication of research outputs to external stakeholders and/or translation of scientific research findings into policy and practice;
- Coordinate all activities of the institute in the area of science popularization
- Coordinate visits of students/teachers of schools/colleges to the institute
- Coordinate visits of faculty to schools/colleges for science popularization
- Develop strategies for enhancing visibility of the institute within the country and, in coordination with ICGEB HQ, across the ICGEB international network
- Develop and coordinate societal outreach activities of the institute
• Prepare and disseminate press releases for institutional activities
• Regularly prepare updates and highlights of institutional activities for communication to ICGEB Headquarters
• Liaison and coordination with ICGEB Headquarters Communications Office in preparation of ICGEB Newsletters, and in the activities outlined above
• Preparation of posters/videos/exhibits for presentation in science exhibitions/festivals
• Assisting in implementation of Information and Communication Technology ICT management systems across the ICGEB network (including mailing lists, web portals, and social media platforms)

QUALIFICATIONS AND ESSENTIAL SKILLS:

• Master’s degree in science/technology from an approved University/institution and Diploma in PR, global communications, or a relevant field with minimum of 4 years of working experience in a scientific research environment;
• Advanced written communication and analytical skills, with the ability to produce clear, succinct reports and other documents that communicate complex ideas, concepts and scientific research outputs clearly and effectively to a variety of audiences
• Highly developed planning and organizational skills, with experience establishing priorities, allocating resources and meeting deadlines;
• Highly developed analytical, evaluation skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions;
• Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations.

LANGUAGES:  English is essential. Knowledge of Hindi is desirable.

APPLICATION DEADLINE:  31st August 2023

Candidates should submit their full CV by completing the ICGEB’s Personal History Form available online at: https://www.icgeb.org/about-us/work-with-us/, together with a cover letter outlining motivation for application and full contact details of three referees.

Applications should be addressed to Personnel Unit, ICGEB, New Delhi, India
E-mail: icgeb.ndpersonnel@gmail.com, quoting reference ND/Admin/04-23 “Science/Research Communication Specialist and Public relations officer” no later than 31st August 2023