

CALL FOR APPLICATIONS: Technical Specialist

Job/position/grant:

Job reference:	AE2022-0149 (GPI - PE-GPI) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Job/position/grant:	Technical Specialist
City:	INESC TEC
Research field:	Main: COMMUNICATION SCIENCES Sub:

Job summary:

INESC TEC is accepting applications for 1 job in the Press office, Social Media Management and Event Organisation	
Project:	Management and Coordination of the UT_AUSTIN Portugal Program
Scientific Advisor:	Joana Desport Coelho
Duration of the contract:	from 2022-07-01 to 2022-12-31, eventually renewable.
Location:	INESC TEC

Job description:

Work Area:	Press office, Social Media Management and Event Organisation
Project overview:	The work plan pertains to the Communication area. It comprehends several operational and strategic tasks, in order to disseminate the Science and Technology activities and promote the UT Austin Portugal brand, as well as the Program's initiatives and social-economic impact.
Objectives:	- Design and implementation of the press office strategy: interaction with researchers and media through press releases, interviews, opinion pieces, events, etc. - Clipping: management and performance/impact analysis. - Production of content for dissemination purposes on different channels (website, newsletter). - Social media management and performance analysis. - Planning, promotion and organisation of events and respective performance analysis.

Academic Qualifications:	First Degree or Master's Degree in Communication Sciences, Social Communication, Science Communication, Journalism or similar
Minimum profile required:	Previous work experience in similar positions: 2 years. Proficiency in English - speaking and writing - and skills on content management with WordPress. Social media and website management experience and Microsoft Office skills (Word, Excel, Access, PowerPoint, etc.).
Preference factors:	Previous experience at communication agencies focusing on press office tasks; Master's Degree; Professional experience in S&T fields; Driver's license. Multimedia skills: photo editing/processing with Photoshop and InDesign.

Funding Entity:	GPI funded by FCT co-financed by the Portuguese Foundation for Science and Technology I.P. and by the funded by the European Regional Development Fund (ERDF), through Operational Agenda for Competitiveness Factors Programme (POFC), project (reference Programa UTA Portugal)
Type of contract:	fixed-term contract The hiring shall be governed by what is stipulated in the legislation in force regarding fixed-term 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. Rui Carlos Oliveira; Member: Joana Desport Coelho; Member: Andreia Passos;
Notification of results:	The results of the selection process will be sent to the interested by electronic mail.
Application period:	From 2022-05-04 to 2022-05-23
Application submission:	Electronic form filling in www.inesctec.pt in the section Work with Us