

VACANCY NOTE

Job Title: Communication Officer

Job Location: The Central Executive Management Office of BBMRI-ERIC in Graz, Austria

Duration: temporary replacement until the 31st of December 2018

Job Purpose: The **Communication Officer** is assisting the staff in all communication matters and will be supervised by the Senior Project Manager

Short Description of BBMRI-ERIC:

The pan-European Biobanking and Biomolecular resources Research Infrastructure is a distributed bio-medical and life science infrastructure for sustainable storage and dissemination of biobanked samples and associated data in Europe. On 3rd of December 2013, BBMRI was officially awarded the Community legal framework for a European Research Infrastructure Consortium (ERIC). This specific legal form is designed to facilitate the joint establishment and operation of research infrastructures of European interest. BBMRI-ERIC will provide access to the collections of partner biobanks and biomolecular resources, their expertise and services on a non-economic basis.

*BBMRI-ERIC is an **inclusive, equal-opportunity employer** offering attractive conditions and benefits appropriate to an international research organisation. Further information on the aims, mission, governance, statutes of BBMRI-ERIC can be found at www.bbmri-eric.eu.*

Key Responsibilities and Accountabilities of the Role

The Communication Officer is responsible for communication related activities under supervision of the Senior Project Manager. He/she manages and edits such information to facilitate internal and external communication e.g. newsletters, newflashes, newspaper articles, events, festivities, the intranet and the BBMRI-ERIC website itself. Especially editing the BBMRI-ERIC website and associated public appearance will be the key tasks. Moreover, he/she is responsible for administrative and clerical communication duties such as filing, adapting, reviewing documents, disseminating information, creation of databases and spreadsheets, preparation of presentations.

Requirements of the Role

The Communication Officer is expected to have experience in administrative and clerical communication duties and a profound knowledge in web editing. Previous experience in and knowledge of private and/or public research organisations are considered an advantage. Interpersonal skills, the ability to liaise with colleagues and stakeholders in a distributed, international, interdisciplinary environment are essential requirements. As English is the common working language of BBMRI-ERIC, applicants must be fluent in English. The jobholder will be asked from time to time to work outside normal working hours and occasionally to undertake national and/or international travel. We are seeking for highly motivated people with high school diploma (secondary school) or equivalent and training in Communication Studies.

Employment Terms and Conditions

The Communication Officer will be directly employed by BBMRI-ERIC in its Central Executive Management Office in Graz, Austria. The employment follows the Austrian employment law. BBMRI-ERIC offers fringe benefits like complementary health insurance, and a private pension scheme, relocation and travel grant as well as local support for housing. It is a part-time position.

Salary

According to European/international standards for similar role and responsibilities and requirements of this function (17,500.-€ as minimum annual gross salary for a position of 20 hours a week; final salary dependent on terms of qualification and experience).

Application Procedure

For applications to be valid, candidates must submit:

- A Curriculum Vitae [CV] with photo;
- A letter of motivation;
- Supporting documents (for example, certified copies of degrees, references etc.).

In case of any questions, please contact: Michaela Mayrhofer, Senior Project Manager, michaela.th.mayrhofer@bbmri-eric.eu, +43 664 88 72 18 74.

Please send the required documents via e-mail to: Markus Pasterk, Administrative Director, admin.dir@bbmri-eric.eu.

Deadline for application is the 20th of January 2017; anticipated start of work 1st of March 2017.