

## Centrum Fizyki Teoretycznej Polskiej Akademii Nauk

Aleja Lotników 32/46, 02-668 Warszawa

Tel.: +48 573 823 493

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Warsaw, 02/10/2025

# Open call for Public Relations Specialist position at the Center for Theoretical Physics, PAS

The Director of the Center for Theoretical Physics of the Polish Academy of Sciences (CFT PAN) invites applications for the position of Public Relations Specialist at CFT PAN. The candidate will join the team responsible for promoting the institute, supporting promotion and communication activities, and will carry out tasks provided for in the EUCENTRAL project project (No. 101186579; <a href="https://eucentral.cft.edu.pl/">https://eucentral.cft.edu.pl/</a>).

The position is funded by the EUCENTRAL project.

### Responsibilities:

- building and maintaining relationships with Polish scientific media, organizing interviews, preparing PR texts and reports,
- promoting the activities of CFT PAN,
- managing and developing social media (Facebook, LinkedIn, X), YouTube, CFT PAN materials, and the CFT and projects website,
- organizing events promoting science, including CFT PAN events during the Science Festival, Science Picnic, and others,
- assisting in organizing the CFT PAN integration event (once a year) and scientific conferences.

#### Required qualifications and skills:

- writing skills,
- very good communication skills,
- excellent knowledge of social media and communication channels,
- fluent spoken and written English.







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#### Preferred:

- Education in physics, at minimum at MsC level
- Radio, television, editorial, or podcast experience in the field of science promotion and popularisation,
- Experience in writing PR campaign reports,
- Active contact with Polish science media.

#### We offer

- employment contract for a period of 12 months on a part-time basis (with a 3-month probation period),
- monthly salary of PLN 4,500 gross,
- flexible start date and form of cooperation to be agreed,
- opportunity to have a real impact on the promotion of an international scientific project and the popularization of research in the field of physics and astronomy.

#### The application should include:

- 1. CV including professional experience,
- 2. Motivation letter,
- 3. Portfolio (examples of texts, campaigns, press releases, case studies, graphics, PR projects) if applicable,
- 4. Certificates/trainings if relevant to job responsibilities,
- 5. Signed RODO clause.

The documents should be sent electronically until 27 October 2025 <u>recruitment@cft.edu.pl</u>. In the title of the email please add the reference number: MSz/25/2025. The competition will be concluded by 3 November 2025.

Center for Theoretical Physics PAS adheres to the Internal Reporting Regulations, which outline the procedure for reporting legal violations and subsequent actions. The full text of the regulations is available on the Institute's website.







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#### DATA PROCESSING BASED ON CONSENT FOR THE PURPOSE OF RECRUITMENT

Based on art. 13 sec. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), OJ EU L 119 of 04.05.2016, p. 1, as amended, hereinafter referred to as "GDPR", we inform you that:

- The Administrator, i.e. the entity deciding how your personal data will be used, is the Center for Theoretical Physics
  of the Polish Academy of Sciences represented by the Director with its registered office in Warsaw, Al. Lotników
  32/46. You can contact the Administrator using one of the forms of contact provided on the website:
  http://www.cft.edu.pl/ e-Delivery: AE:PL-70094-67250-UUVRJ-24
- 2. The Director of the Center for Theoretical Physics of the Polish Academy of Sciences has appointed a Data Protection Officer (DPO), with whom you can contact in matters concerning your personal data.
- 3. You can contact the DPO by sending an e-mail to the following address: iod@cft.edu.pl
- 4. Your personal data will be processed for the purpose of conducting the recruitment process for the position of
- 5. The processing of your personal data in the scope of: name and surname, date of birth, correspondence address, information on education and the course of previous employment will take place on the basis of art. 22<sup>1</sup> § 1 of the Act of 26 June 1974 Labor Code. To the extent that you send us more personal data than indicated above, we process your data based on your consent.
- 6. Your personal data will be stored for 1 month from the end of the recruitment process. In the event that you express your consent to the processing of personal data for future recruitments, we will process your data until you withdraw your consent, but no longer than for a period of 6 months from the date of your application.
- 7. In the event that you use the e-Delivery system, your personal data may be transferred to the e-Delivery service provider, i.e. Poczta Polska S.A. as a public provider or another selected non-public provider, in accordance with applicable law.
- 8. Providing the above data to the extent indicated above is a statutory requirement resulting from art. 22¹ § 1 of the Act of 26 June 1974 the Labor Code, in the remaining scope, providing data is voluntary. Failure to provide the data referred to in art. 22¹ § 1 of the Act of 26 June 1974, the Labor Code, will result in the inability to consider your application for the offered position.
- You have the right to request from us access to your personal data, their rectification, deletion, restriction of processing.
- 10. You have the right to lodge a complaint with the President of the Office for Personal Data Protection.
- 11. At any time, you have the right to withdraw your consent to the processing of your personal data to the extent to which they were granted. Withdrawal of consent will not affect the processing that was carried out on the basis of your consent before its withdrawal.

#### Content of consent:

If you want us to consider your application in subsequent recruitment processes, please provide additional consent:

I consent to the processing by the Center for Theoretical Physics of the Polish Academy of Sciences of my personal data contained in the submitted recruitment documents in subsequent recruitment processes taking place within 6 months from the date of publication of this job advertisement.

date, signature of the Candidate



