Vacancy Announcement for the position of
Science and Communications Officer

The Human Frontier Science Program (HFSP) is a unique organization, supporting international collaboration to undertake innovative, risky, basic research at the frontier of the life sciences. Special emphasis is given to the support and training of independent young investigators, beginning at the postdoctoral level. The Program is implemented by the International Human Frontier Science Program Organization (HFSPO), and supported financially by Australia, Canada, France, Germany, India, Israel, Italy, Japan, the Republic of Korea, New Zealand, Singapore, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America, and the European Commission. Since 1990, over 7500 researchers from more than 70 countries have been supported. Of these, 28 HFSP awardees have gone on to receive the Nobel Prize.

The Organization has seen much progress over recent years and is now entering an exciting period to define its new multi-year strategy. In its fourth decade supporting international research collaborations in the life sciences, the Program prepares to draft a new strategic plan for the years beyond 2024. The new HFSP strategy will delineate a visionary outlook as to where the scientific frontiers may be positioned in the next decade. Therefore, this position is a unique opportunity to support the future communications activities of the Program.

Reporting to the Director of Science Policy and Communications, the position holder is expected to develop and implement communication and outreach content regarding HFSP research and awards, organize and manage HFSP events and the HFSP Nakasone Award, and contribute content to digital publications and social media. The position holder will ensure efficient and collaborative workflows for HFSP communications and events on a daily basis.

Communication/Information: The position holder is expected to interact and liaise with researchers, institutional officials, communications and events professionals, government officials, businesses, and journalists all over the world where HFSP research is taking place. The position holder also edits stories, incorporating associated visual and graphic components, for both print and digital formats. Other key responsibilities include managing special awards, such as the HFSP Nakasone Award, that the Organization publicizes. The position holder will actively contribute to new communications efforts that support HFSPO Members by creating HFSP branded publications, for example, by editing news articles to highlight accomplishments arising from HFSP supported research. Related research information and facts will be collected through the analytical query tools of the HFSP database application.
Website: The position holder prepares and creates content for the HFSP website and other digital channels, and actively contributes to HFSP’s communications efforts by updating, and developing HFSP’s website, online tools, and social media channels. He/she will create email campaigns to attract visitors to HFSP’s various media outlets and website. Particular emphasis is placed on interacting with HFSP Members to provide updates for their websites or pages that publicize HFSP.

Events/Outreach: The position holder’s responsibilities include organizing HFSP events, providing administrative support for these events (logistical and inventory) and performing project management duties as assigned. The position holder will liaise with suppliers, external Professional Congress Organizers (PCO), other external agencies and contacts at the host venues. He/she must be able to anticipate project requirements and resources, establish work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends. The position holder creates and coordinates branding and marketing material for HFSP events. Special emphasis will be placed on new engagement activities in coordination with HFSP Members, such as supporting branded HFSP workshops or country specific reports.

Qualifications:

- A Master’s level degree in communications, web design/maintenance, public relations, or event organization with strong skills in data analysis
- 3+ years of relevant professional work experience in a scientific business environment
- Must be passionate about science and demonstrate a willingness to stay up to date with an ever-changing list of best practices, new technologies, and new ideas
- A native proficiency in English with excellent written communication skills is necessary. Knowledge of French would be a plus
- Demonstrated experience creating clear and concise presentation materials from complex scientific information for a diverse audience
- Demonstrated working knowledge of the Microsoft Office suite of programs and industry software, including Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Demonstrated frontend experience with a Content Management System (e.g., WordPress, Drupal), some backend experience would be an advantage
- Proficiency in using monitoring and web analytics tools such as Google Analytics
- Familiarity with email deployment or marketing platforms like Sendinblue or Mailchimp
- Excellent communication, planning and organizational skills
- Attention to detail and rigor
- Ability to work independently and be a thoughtful collaborator and team member
- Ability to manage several activities simultaneously
- Ability to work in a complex environment on multiple tasks with short deadlines

Additional useful skills:

- Basic knowledge of HTML and/or JavaScript
- Previous experience with the Endnote reference management package
- Video editing
Location

As all HFSP contracts fall under French law, the candidate must commit to being officially registered in France and working most of the time from the HFSP Secretariat in Strasbourg (teleworking policy in place). The position may involve some international travel.

Vacancy specification

The position is an initial fixed-term 3-year contract under French law (incl. 4 months’ probation period) followed by a maximum three-year extension.

Virtual interviews will be conducted in July 2022.

The salary range will be commensurate with the OECD and will include coverage for health, unemployment, retirement and an insurance package for the candidate and their family members, under the rules of French law. International candidates are eligible for expatriation allowance. Moving and installation expenses will be covered.

Application

HFSP is an equal-opportunities and family-friendly employer. HFSP is committed to inclusive excellence and the Secretariat provides an environment that promotes all forms of diversity, equity and inclusion offering an agreeable place to learn, work, and live. Therefore, we encourage applications from a diverse range of candidates.

Please submit your application by June 15th, 2022, at the latest, to info@hfsp.org and include your CV and a letter of motivation listing two references and stating your current notice period.

Furthermore, please add therein a written consent, authorizing HFSPO to process your personal data in accordance with the HFSPO Privacy Policy (https://www.hfsp.org/funding/hfsp-policies/hfspo-privacy-policy).

For questions and confidential inquiries please contact Guntram Bauer at gbauer@hfsp.org.

We regret that only shortlisted candidates can be contacted.