



Jobbnorge ID: 222014

Deadline: 4/8/2022

Website: <https://www.uib.no/om/84775/ledige-stillinger-ved-uib>

Scope: Fulltime

Duration: Temporary

About The University of Bergen

The University of Bergen is a renowned educational and research institution, organised into seven faculties and approximately 54 institutes and academic centres. Campus is located in the centre of Bergen with university areas at Nygårdshøyden, Haukeland, Marneholmen, Møllendalsveien and Årstad.

Sars International Centre for Marine Molecular Biology (Sars Centre) is situated at the Marneholmen campus together with other research institute at the University. The Sars Centre is partner with European Molecular Biological Laboratory (EMBL) www.embl.de/ in Heidelberg, Germany and is organized directly under Rectorate at UiB. - [Read more here](#).

Communications Consultant - substitute position (Senior Consultant-code 1363/Adviser-code 1434) at the Sars Centre

Communications Consultant - substitute position

A temporary full-time position as Communications Consultant (Senior Consultant - code 1363/Adviser - code 1434) is available in the Sars Centre administration starting May 2022. The position is available through March 2023 and may be extended depending upon the leave duration of the person currently holding the position. The administrative staff at the Sars Centre provides general office and administrative support including financial, personnel, communication and HSE services for the Centre's management, researchers and students; today totaling approximately 70 employees and guests. The Sars Centre belongs to the University of Bergen and is partner of the European Molecular Biology Laboratory (EMBL) www.embl.de/.

Tasks include:

- Develop a complete communication strategy plan for the Sars Centre
- Provide communication advice and support for externally funded projects
- Produce material that will highlight the Centre's activities and increase the Centre's awareness within the University system as well as to the general public
- Develop web content and social media activity
- Produce info videos explaining Sars science and research
- Write popularized articles and presentations related to Sars research
- Organize outreach initiatives targeting wide audiences
- Produce the Sars Centre Annual Report
- Register the Centre's publications and scientific activities in Cistin
- Administrative support duties may be added to the position

Qualifications:

- Master degree within relevant field. Long and relevant work experience can in some circumstances compensate for lack of the formal educational requirements for the position
- Background in biology and experience with scientific writing is preferred
- Relevant work experience and competence related to the tasks of the position
- Previous experience from international Academic and Research sectors is an asset
- Strong written and oral communication skills in English is required

Personal qualifications:

- Ability to work independently and systematically and prioritize tasks to deliver work on time
- Ability to communicate, interact, and work effectively and cooperatively with scientific staff of diverse nationalities and educational backgrounds
- When evaluating candidates, a strong emphasis will be put on the personal qualifications considered essential for the position

We can offer:

- A good and professionally challenging work environment

- Salary as Senior Consultant (code 1363) from pay grade 55-60 (currently equal to 499.500 - 543.500). Salary as Adviser (code 1434) from pay grade 60-69 (currently equal to 543.500 - 637.900) based on a formal assessment of civil service seniority and qualifications
- Enrolment in the Norwegian Public Service Pension Fund (SPK)
- Good [welfare benefits](#)

Application in English:

Send your application electronically via JobbNorge "Søk stillingen/Apply for this job".

- Your application must include:
- A brief account of the applicant's background and motivation for applying for the position
- CV
- Certified copies of transcripts and other relevant certificates
- The names and contact information for two reference persons

The application in English and appendices with certified translations into English or Norwegian must be uploaded at JobbNorge. Please note that applications will be assessed only with the information available in JobbNorge when the deadline expires. It is the applicant's responsibility to ensure that all relevant attachments are submitted by the deadline.

Applications by email only will not be considered.

Application deadline: **08 April 2022**

Interviews will be held in English.

General information:

Detailed information about the position can be obtained by contacting Head of Administration, Carol Bruce, phone.: +47 92067947, email carol.bruce@uib.no.

The state labour force shall reflect the diversity of the Norwegian society to the greatest extent possible. The state personnel policies therefore aim at a balanced age and gender composition, and to recruit people with immigrant background or reduced work capacity. People with immigrant backgrounds are encouraged to apply for the position.

Information about applicants may be made public even if the applicant has asked not to be named on the list of persons who have applied. The applicant must be notified if the request to be omitted is not met.

The successful applicant must comply with the guidelines that apply to the position at all times.

Further information about our employment process can be found [here](#)

UiB - Knowledge that shapes society

Through robust and close interaction with the world around us - globally, nationally and locally - we shall be instrumental in building a society based on knowledge, skills and attitudes.

Do you want to take part in shaping the future?

Video: <https://youtu.be/oYaThmlq6Kg>

Additional information

Place of service:

Thormøhlens Gate 55 5006 Bergen (Bergen Municipality)