

Title: Media and Public Affairs Officer (French Media)

Position Location: Ottawa, Ontario, Canada

We currently have a one year term employment opportunity.

The position is located within NSERC (Natural Sciences and Engineering Research Council of Canada).

CLASSIFICATION: GR-7

SALARY: \$57,524 – \$70,152

LANGUAGE REQUIREMENTS: Bilingual Imperative BBB/CCC

WHO CAN APPLY: Canadian citizens residing in the National Capital Region

JOB SUMMARY:

Builds relations with the media, Industry Canada, the research community, communications contractors and NSERC staff at all levels with the goal of promoting NSERC and NSERC-funded research to as many Canadians as possible.

Writes and supervises the writing of news, speeches, information documents for conferences, articles, brochures and other documents intended to inform the media and various audiences about NSERC's objectives and activities.

EDUCATION:

University graduation in Communications, Journalism, or an acceptable combination of education, training and/or experience.

EXPERIENCE:

Several years of experience involving promotional writing and production.

Experience in science writing and/or journalism.

Experience with pr event coordination and the management of public relations contracts.

Experience with internal communications.

Experience with the natural sciences and engineering research communities.

ADDITIONAL REQUIREMENTS/COMMENTS:

Enhanced security level.

Candidates from outside the National Capital Region will be required to pay for their travel and relocation expenses.

A written exam may be administered.

REFERENCE NUMBER: NS-06-0503

CLOSING DATE: February 3, 2006

STATEMENT OF QUALIFICATIONS:

KNOWLEDGE:

Knowledge of public relations techniques.

Knowledge of natural sciences and engineering research communities.

Knowledge of the evolving S&T policy framework, new partnership arrangements and of the management research.

Knowledge of the functioning of Internet and electronic information dissemination systems.

ABILITIES:

Ability to organize and coordinate the participation of senior officials of the Council in special events such as program announcements, seminars or conferences.

Ability to communicate (both orally and in writing) in an articulate, well organized fashion.

Ability to work with senior managers and researchers in universities, industry and government.

Ability to analyze, conceive, develop, implement and manage complex communications/media plans, strategies and activities.

Ability to understand, analyze and make communications recommendations regarding Canadian S&T and technology transfer issues.

Ability to write effective speeches, articles, promotional and reference material.

PERSONAL SUITABILITY:

Team player

Creativity

Tact

Initiative

Strong interpersonal skills

Flexibility regarding travel and overtime

We thank all of you for your interest in this employment opportunity. Please note however that only those applicants selected for further consideration will be contacted.

Please send your application by February 3, 2006, quoting the Reference Number:

NS-06-0503 to:

NSERC (Natural Sciences and Engineering Research Council of Canada)

Constitution Square, Tower II

350 Albert Street, P.O. Box 1610

Ottawa, Ontario K1P 6G4

Fax: (613) 943-8675

E-mail: recruiting@nserc.ca

Candidates must fully demonstrate in their application that they meet all of the qualifications.

NSERC is committed to developing inclusive, barrier-free recruitment processes and work environments. If contacted regarding this competition, please advise the Council official in a

timely fashion of any accommodation assistance which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

NSERC is an equal opportunity employer and encourages applications from women, members of a visible minority group, Aboriginal people and persons with disabilities.

Preference will be given to Canadian citizens and permanent residents.