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**Title**: Job offer for Innovation Broker and Lab manager

**Director of the Institute of Plant Genetics, Polish Academy of Sciences (IPG PAS) in Poznań announces open competition for various managerial positions at the IPG PAS in the framework of Horizon 2020 ERA Chair project (NANOPLANT- GA856961) funded by the EU.**

**Job details:**

**Number of positions: 02 (**Innovation Broker - 1, Lab manager - 1)

**Work place:** IPG PAS, Poznań, Poland

**Contract type:** Full-time employment, fixed term for 3 years

**Salary range:** Innovation Broker (1250,00 Euro gross per month), lab manager (1000,00 Euro gross per month). Higher salaries may be possible commensurate with qualification and experience.

**Deadline:** The selection process will be kept open until a suitable candidate is found. Applications received earlier will be assured of careful consideration.

**Required Qualifications**

**Innovation Broker (IB-01):**

1. Higher education.
2. Excellent oral and written communication skills in English and Polish.
3. Experience in brokerage services in the area of knowledge and technology transfer.
4. Ability to approach the issues in technology transfer between science and business.
5. Great motivation to act, like challenges, socially active, self-confident, and communicative.
6. Previous experience in similar roles in national or European projects will be a plus.

**Lab manager (LM-01):**

1. Education: higher, preferably, biotechnology/nanotechnology or related.
2. Ability to communicate in English and Polish.
3. Knowledge of the language English at writing level.
4. Excellent ability to use MS Office (with particular emphasis on MS Excel).
5. Knowledge of the specifics of work in the scientific environment, experience in working in a research laboratory will be an additional advantage, but not essential.
6. Very good organization of work, the ability to set priorities, analytical and strategic thinking skills.
7. Accuracy and timeliness in the implementation of tasks.
8. Previous experience in national or EU projects will be a plus.

**Main duties**

**Innovation Broker:**

1. Identifying resources in view of intellectual properties (IP) for suitable technological development.
2. Marketing of the generated IPs with appropriate entrepreneurs and initiating IP-based start-ups.
3. Presentation of the Institute's potential in the form of technology, know-how and patents during promotional and information events (fairs and conferences).
4. Conducting trainings and workshops in the field of commercialization of scientific projects and technology transfer.

**Lab manager:**

1. Placing orders for laboratory materials (e.g. apparatus, reagents, office supplies, cleaning products, health and safety materials) and keeping full documentation regarding orders.
2. Monitoring of project implementation expenses in cooperation with the project coordinator, other team members, and finance departments.
3. Create and maintain inventory list for reagents and laboratory equipment.
4. Taking care of the good organization of the Laboratory's work.

**Documents Required**

1. Curriculum vitae in English.
2. Letter of motivation describing the candidate's skills and interest in the position.
3. The contact details of 3 references, who may be contacted for an opinion on the candidate.
4. Scan or photocopy of the educational degree or diploma.
5. Information about career break (if applicable).
6. Experience certificates (if applicable).
7. Consent to the processing of personal data of the Candidate for the purposes of the competition.

**How to Apply**

Applications prepared in English with all the required documents in the electronic form compiled to a single file must be sent to: [work@igr.poznan.pl](mailto:work@igr.poznan.pl) **clearly mentioning the position applied for in the subject of the email** (IB-01 Nanoplant for Innovation Broker andLM-01 Nanoplant for Lab manager position).

More information on the project can be found at http://nano-plant.eu and informal inquiries related to the position, if any, should be addressed to the coordinator: [nanoplant@igr.poznan.pl](mailto:nanoplant@igr.poznan.pl)

**Selection Process**

The selection of the best candidate is carried out in two rounds. In the first round, candidates will be evaluated on the basis of their qualification and experience. The documents submitted by the candidates will be evaluated by the Selection Committee and the top candidate(s) will be invited, on a first-come, first-served basis, for interview to the Selection Committee (via videoconference or by visiting IPG PAS).

**Announcement of the results:** As soon as the positions are filled.

**The application must contain the following statement**

*"I, the undersigned, give my consent to the processing by the Institute of Plant Genetics, Polish Academy of Sciences (hereinafter referred to as IGR PAN) with headquarters at Strzeszynska 34, 60-479 Poznan, my personal data contained in the submitted competition documentation for the needs necessary in the recruitment process, including to put my name and surname in the information on the results of the recruitment carried out on the Institute’s website. I have been informed that consent is voluntary and that I have the right to withdraw my consent at any time, and withdrawal of consent does not affect the lawfulness of the processing that was carried out on its basis before its withdrawal. I have also read the IGR PAN information clause.”*

ATTENTION: at the stage of the recruitment process, there is no requirement to present documents certified by the apostille clause nor the requirement of nostrification of diplomas (<https://nawa.gov.pl/uznawalnosc/informacje-dla-uczelni/nostryfikacja-dyplomow>). These requirements must be met if the candidate is accepted.