

Open Position : **Public Relations Officer**

SERIS Department : Public Relations

Requirements:

- University degree in a scientific-technical discipline;
- Excellent English skills (written & spoken; preferably native English speaker);
- Experience with scientific-technical writing and publishing;
- Ability to describe scientific-technical topics in a way that can be easily understood by the general public;
- Good communication skills;
- Proactive attitude;
- Familiarity with Microsoft Office software;
- Knowledge of html and other web software tools are a plus.

Job Scope :

- Writing and publishing of news articles, press releases, reports;
- Designing of brochures describing SERIS' services and achievements;
- Management of SERIS' website and content as second webmaster;
- Publishing information on SERIS on the institute's website;
- Screening of the internet and national/international magazines and newspapers for information that is relevant to SERIS.

Application Deadline: 31 January 2010

Interested candidates should send their CV to:

Contact: Ms Janhawi Mhapankar
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We regret only shortlisted candidates will be notified.

SERIS at National University of Singapore offers a stimulating environment in which we believe you can develop professionally and make valuable contributions. For more info on SERIS, please visit www.seris.sg