

---

*Open Position* : **Executive - Public Relations**

*SERIS Department* : Public Relations

SERIS conducts industry-oriented research and development as well as use inspired basic research in the field of solar energy conversion.

The Public Relations Office communicates information relating to SERIS' mission, its goals and services through:

1. Email communication in particular with industry, students and the public.
2. Promotional materials such as brochures, flyers and the SERIS' website.

In addition to these activities, SERIS participates in conferences and fairs. The PR Office is actively involved in organizing and coordinating such activities depending on the level of SERIS' involvement. To ensure professional communication at different levels SERIS needs a qualified and committed PR executive in the various fields of communication.

*Requirements:*

- University degree, preferably in Science or Engineering (with interest in renewable energy/solar energy)
- Proficient in English with excellent verbal and writing skills
- Strong knowledge in Information Technology areas such as Microsoft Office / HTML / Web software tools
- Good communication skills
- Prior experience in communicating topics related to engineering and science to experts and the general public

*Job Scope*

:

- Promptly respond or collate information from within SERIS in order to respond to queries related to the activities of SERIS
- Coordinate the meetings between VIP visitors and the management of SERIS
- Update/create information flyer and brochures about SERIS in general and specific R&D services which are offered by SERIS
- Update the SERIS intranet and website
- Archive materials related to SERIS activities
- Organizing booths at fairs and presenting R&D results & services to booth visitors
- Compiling SERIS' annual report, in particular collate and ensure coherence in the contributions from scientists and administration
- Supervise the layout and printing of the annual report, brochures and flyers in a timely manner
- Manage relations/contacts with scientific and non-scientific media

**Application Deadline: 10 August 2010**

Contact: Ms Janhawi Mhapankar  
Email: [janhawi.mhapankar@nus.edu.sg](mailto:janhawi.mhapankar@nus.edu.sg)  
Solar Energy Research Institute of Singapore  
National University of Singapore  
Block E3A, 7 Engineering Drive 1,  
#06-01, Singapore 117574  
Tel: (+65) 6516 1957; Fax: (+65) 6516 1943

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](http://www.seris.sg)