



## EMPLOYMENT OPPORTUNITY

The Embassy of the Republic of Poland in Washington, D.C., is seeking candidates for the full-time position of:

### Scientific Advisor

The Advisor's primary objectives are to facilitate the Embassy's cooperation with American universities and research institutes, as well as to enhance bridge-building activities between Poland and the United States in science, research, education, academia.

#### Job description and scope of responsibilities:

- Supporting the Embassy in developing cooperation between Poland and the United States in the field of science, research, academia and education through establishing networks and building relationships with relevant actors, environments, stakeholders and institutions in Poland and in the United States
- Monitoring global, regional and country trends and conducting analyses in the fields of science, research, academia and education
- Supporting incoming and outgoing high-level, delegations and study visits relating to science, education, higher education and health
- Advising Polish stakeholders on scientific, research and educational policies, sourcing and sharing examples of good practice and expertise
- Identifying opportunities for bilateral cooperation between Poland and the United States in the fields of science, research, academia and education
- Organizing, facilitating and participating in policy dialogues, expert lectures, roundtables, workshops and other events enhancing Polish-American relations in science, research, education and academia
- Supporting projects managed by other sections and leadership at the Embassy.

#### Essential requirements:

- Master's degree in a relevant field as minimum
- Professional experience from working at a diplomatic mission/academic/educational institution. Minimum three years of documented experience.
- Proven knowledge of science, research, education policy and the internationalization of these fields
- Confident public speaking skills
- Strong interpersonal skills
- Demonstrated and proven spoken and written proficiency in English
- Demonstrating initiative and creativity
- Skilled in working independently, and as an effective team player
- Good understanding of international politics and government, especially Polish-American relations
- Legal entitlement to work in the United States.

Desirable requirements:

- Spoken and written fluency in Polish
- Experience of working in government/federal administration/local authorities/international organizations
- Knowledge and experience in policy-making processes with in-depth knowledge of research and innovation policies and funding programs from various countries
- Excellent skills and a strong interest in communication.

We offer:

- Full-time position based at the Public and Cultural Diplomacy Unit in the Embassy of the Republic of Poland in Washington, D.C. (40 hours, Mon-Fri)
- Varied and dedicated international work experience in a small, agile, dynamic team
- Inspiring professional and personal development
- Salary will be set individually, based on qualifications and working experience.

All interested candidates are requested to submit a CV and a cover letter (both in English) on how they would best qualify for the position and how they would positively contribute to the Embassy. The contact information of two references are desirable, but not required.

The recruitment process is at the Embassy's discretion, and will be composed of 3 stages:

- A review of written responses
- Interviews with leading candidates
- Final candidacy approval by the Ministry of Foreign Affairs of the Republic of Poland.

Candidates should apply by email to: [washington.amb.sekretariat@msz.gov.pl](mailto:washington.amb.sekretariat@msz.gov.pl) All questions regarding this job opportunity should be sent to this email address, too.

The applications should be titled: "Candidacy: Scientific Advisor".

Application deadline: August 25<sup>th</sup>, 2023.

Personal Data - Information Clause: Personal data is processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing the Directive 95/46/EC (GDPR). Each candidate joining the recruitment process provides their data voluntarily. Without providing the required personal data, it will not be possible to participate in the recruitment.

Data administrator and Contact: Minister of Foreign Affairs with its registered office at al. J.Ch. Szucha 23, 00-580 Warsaw. • Contact to the data protection officer: Data Protection Officer, Ministry of Foreign Affairs, E-mail Address: [iod@msz.gov.pl](mailto:iod@msz.gov.pl)

Purpose of data processing: Recruitment for a job position in the Foreign Service

Information about data recipients: Data is not transferred to other entities

Period of Data Storage: Time necessary to conduct recruitment for a position in the civil service (including 3 months in which the director general of the office has the option of selecting another selected candidate in the event that the same position needs to be filled again)

Entitlements: For the right to request from the data controller access to data, rectification, deletion or limitation of processing, to object to the processing of such data, as well as the right to transfer data; a request in this matter can be sent to the contact address of the data controller provided above for the right to lodge a complaint with the supervisory authority • Legal basis for data processing: art. 221 of the Labor Code and art. 26 et seq. the Act of November 21, 2008 on the civil service in connection with joke. 6 sec. 1 lit. c GDPR • Other information: the data provided will not be the basis for automated decision making; they will not be profiled.