

COMPETITION ANNOUNCEMENT

for the filling of a unique temporary vacant contractual position

The “Petru Poni” Institute of Macromolecular Chemistry (ICMPP), headquartered in Iași, 41A Aleea Grigore Ghica Vodă, Iași County, organizes a competition for filling a unique temporary vacant contractual position, in accordance with Government Decision no. 1336/28.10.2022 and Emergency Ordinance no. 156/30.12.2024, Article VII (1) and (2), as follows:

Field	Details
Position title	Expert (Communication and Public Relations - Public Relations Specialist), COR code 243201
Number of positions	1 temporary vacant position (unique position)
Position level	Execution position
Working time	Full time, 8 hours per day; 40 hours per week
Duration	Fixed-term
Competition stages	The competition consists of three eliminatory stages: file review, written test, and oral test

General participation requirements

The general participation requirements are those provided by Article 15 of Government Decision no. 1336/28.10.2022 approving the Framework Regulation on the organization and career development of contractual staff in the public sector paid from public funds.

- holds Romanian citizenship or the citizenship of another Member State of the European Union, of a state party to the Agreement on the European Economic Area (EEA), or Swiss Confederation citizenship;
- knows the Romanian language, both written and spoken;
- has the capacity to work in accordance with the provisions of Law no. 53/2003 - Labor Code, republished, as subsequently amended and supplemented;
- has a state of health appropriate for the position applied for, certified on the basis of a medical certificate issued by the family doctor or by authorized health care units;
- meets the education requirements, seniority in the specialty and, as the case may be, other specific requirements according to the requirements of the position announced for competition;
- has not been finally convicted of an offense against national security, authority, humanity, corruption or service-related offenses, forgery offenses or offenses against the administration of justice, offenses committed intentionally that would make a person incompatible with the exercise of the contractual position for which they apply, except where rehabilitation has intervened;
- is not serving a complementary penalty by which the right to occupy the position, to exercise the profession or trade, or to carry out the activity used to commit the offense has been prohibited, and no safety measure prohibiting the occupation of a position or the exercise of a profession has been ordered against them;
- has not committed the offenses provided for in Article 1 para. (2) of Law no. 118/2019 regarding the National Automated Register concerning persons who have committed sexual offenses, exploitation offenses against persons or minors, as well as for supplementing Law no. 76/2008 regarding the

organization and functioning of the National Judicial Genetic Data System, as subsequently amended, for the fields provided for in Article 35 para. (1) letter h).

Specific requirements

- Long-cycle higher education completed with a bachelor's degree, or Bologna-cycle higher education completed with a bachelor's degree;
- At least 10 years of work experience;
- Foreign languages: independent-user level knowledge of at least two international languages (reading, writing, speaking), of which English is mandatory;
- Advanced computer skills: Microsoft Office package;
- Specific requirements: prior experience in communication and public relations; experience in research and knowledge of the field of activity of ICMPP and the Romanian Academy are an advantage; experience in using social media platforms, web-conferencing platforms (e.g. Zoom, Webex, Microsoft Teams), or open-source / collaborative content co-creation platforms (e.g. Wikipedia); ability to self-organize and prioritize tasks; availability for travel in the interest of the service in Romania and abroad.

Description of duties corresponding to the position

- Develops and submits for approval to the Institute management the annual ICMPP public relations activity plan, in collaboration with the scientific secretary of the Institute;
- Ensures both internal and external communication by promoting a positive public image of the Institute and by correctly informing employees and Institute partners;
- Monitors citizens' opinions and reactions regarding the activity of the Institute and proposes measures to improve the public image;
- Collaborates in organizing communication and public relations actions related to cooperation with local public administrations in Romania and abroad, with bodies and institutions of interest for ICMPP's fields of activity, with counterpart institutions and interinstitutional partners, approved by the Institute director;
- Informs management regarding articles published in the written press related to the activity of the Institute and its employees;
- Ensures communication with media representatives, intermediates interviews given by the management / legal representatives of the Institute or by designated persons, and promptly resolves requests for information received from media representatives;
- Provides citizens with general information about the activity and services of the Institute, both directly at the institution's headquarters and by telephone, e-mail, or other electronic channels, within the limits of competence and delegation from management;
- Receives, registers, and manages requests for access to public information, petitions, and complaints addressed to the Institute by citizens, in writing, by e-mail, or by other electronic channels;
- Ensures archiving of documents regarding internal and external communication;
- Proposes and periodically posts information / articles in the field of public relations on the Institute's website, with the approval of the scientific secretary of the Institute;
- Initiates the ICMPP newsletter and collaborates in creating content related to ICMPP's activity, bilingually, in Romanian and English;
- Produces specialized texts popularizing ICMPP's activity for the Institute website and for ICMPP accounts on social media platforms.

Application file

- **a)** competition application form, according to the model provided in Annex no. 2 to the Framework Regulation on the organization and career development of contractual staff;
- **b)** copy of the identity card or any other document attesting identity, according to the law, valid at the time of submission;
- **c)** copy of the marriage certificate or another document by which the change of name was made, where applicable;
- **d)** copies of the documents attesting the level of studies and of other documents attesting the completion of specializations, as well as copies of the documents attesting fulfillment of the specific conditions requested by the public authority or institution;
- **e)** copy of the employment record book and of the certificate issued by the employer for the period worked, attesting length of service;
- **f)** criminal record certificate or, as the case may be, an extract from the criminal record;
- **g)** medical certificate attesting the state of health appropriate for the position, issued by the candidate's family doctor or by authorized health care units no more than 6 months before the conduct of the competition;
- **h)** at least three recommendations supporting experience in the field of the position;
- **i)** Curriculum Vitae, Europass model;
- **j)** motivation letter describing experience in the field of the position.

Competition calendar

No.	Activity	Date and time
1	Publication of the announcement	03.03.2025
2	Deadline for submission of application files at the "Petru Poni" Institute of Macromolecular Chemistry Iași, 41A Aleea Grigore Ghica Vodă, Iași County	10.03.2025, 15:00
3	Selection of application files by the competition committee members and posting on the ICMPP website	11.03.2025, 16:00
4	Submission of appeals regarding the file selection results	12.03.2025, 12:00
5	Publication of the appeal resolution result	12.03.2025, 16:00
6	Written examination	18.03.2025, 10:00
7	Publication of the written examination result	19.03.2025, 10:00
8	Submission of appeals regarding the written examination result	20.03.2025, 12:00
9	Publication of the appeal resolution result	20.03.2025, 16:00
10	Interview	21.03.2025, 10:00
11	Communication of the results after the interview	21.03.2025, 16:00
12	Submission of appeals regarding the interview result	24.03.2025, 12:00
13	Publication of the appeal resolution result	24.03.2025, 15:00

14	Publication of the final competition result	24.03.2025, 16:00
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Topics

1. Organization and functioning of the Romanian Academy.
2. Organization and functioning of ICMPP Iași.
3. Communication in public institutions.
4. Communication campaigns - classification and characteristics. The communication plan.
5. Crisis communication - the crisis management plan.
6. Crisis communication - communication strategies.
7. Public campaigns according to objectives.
8. The strategic plan of a public relations campaign.

Bibliography

9. Law no. 752/2001 regarding the organization and functioning of the Romanian Academy, republished. <https://acad.ro/institutia/acte/MO-0299LegeAR.pdf>
10. Statute of the Romanian Academy, published in the Official Gazette of Romania, Part I, no. 1152/2021, as subsequently amended and supplemented. <https://acad.ro/institutia/acte/MO-2021-1203StatutulAR.pdf>
11. Regulation on the organization and functioning of ICMPP available at: https://icmpp.ro/public_info.php
12. ICMPP Internal Regulation rev. 5 available at: https://icmpp.ro/public_info.php
13. Law no. 190/2018 on measures for implementing the General Data Protection Regulation (GDPR no. 679/2016) of the European Parliament.
14. Law no. 544/2001 on free access to information of public interest, as subsequently amended and supplemented.
15. Articles 538-562 (contractual staff within public authorities and institutions) of Emergency Ordinance no. 57 of 3 July 2019 regarding the Administrative Code, as subsequently amended and supplemented.
16. ICMPP Code of Ethics. <https://icmpp.ro/GEP.php>
17. Law no. 148/2000 on advertising.
18. Law no. 158/2008 on misleading advertising and comparative advertising - republished.
19. Government Decision no. 123/2002 approving the methodological norms for application of Law no. 544/2001 on free access to information of public interest, amended by Government Decision no. 830 of 27 June 2022, as subsequently amended and supplemented.

Additional information

Additional information may be obtained by phone at 0332 880 050 ext. 207, by e-mail at pricob.narcis@icmpp.ro, and on the website www.icmpp.ro. Contact person: Andrei-Narcis Pricob, Legal Adviser I - SRUS.