



UNIwersytet Jagielloński
w Krakowie



PROFESURA GOŚCINNA
NAWA

**The Jagiellonian University announces a call for the position
administrative employee
at the Centre for International Studies and Development**

Requirements for the position in Research and administrative employee to support the NAWA Chair *Promoting Order at the Edge of Turbulence (POET)* project:

Required qualifications:

- completed university studies (master's): preferred: international relations, political science, economics;
- professional experience as an administrative employee;
- very good command of the English and Polish language - a necessary condition;
- proficient computer skills;
- ability to collect and analyze data;
- experience in project management, including projects in the field of science, will be an asset;
- experience in the field of fundraising for research will be an asset;
- the ability to conduct scientific communication will be an asset.

Required features:

- good manners;
- communication skills;
- ability to think analytically;
- good organization of own work;
- ability to work in a team;
- responsibility.

Job description:

- Overall coordination of the implementation of the NAWA-Chair project, including substantive and administrative support;
- Preparation of scientific and research-teaching projects related to NAWA Chair and CISAD;

- Support in the acquisition and analysis of data;
- Support within the framework of building an international cooperation network related to the POET project;
- Organization of foreign trips and arrivals;
- Support for cooperation with the socio-economic environment;
- Preparation, editing and other tasks related to publishing activities related to the project;
- Support in the recruitment and service of employees involved in the project;
- Support for financial services including: initial verification and control of documents in terms of accounting and content, correct description of financial documents in accordance with the rules adopted at the Jagiellonian University and the rules of Financing Institutions, settlement of domestic and foreign delegations of the project group and other delegated persons;
- Supervision over the implementation of projects in accordance with the planned schedule and budget;
- Submitting periodic reports (conclusions) on project implementation;
- Administrative and organizational support for purchases made under subsidies, including ensuring that the purchases comply with the public procurement law;
- Administrative and organizational support for people involved in the project implementation;
- Administrative work including preparation of contracts, obtaining offers, making purchases and other tasks related to the implementation of research projects;
- Support in the organization of scientific and popular science events, group meetings, etc.

The conditions of employment:

- Full-time employment contract;
- The prospect of professional development and improving one's qualifications;
- Work in an international environment.

If you are interested, please submit your CV in Polish and English (indicating your previous professional work) along with documents confirming the fulfillment of the above-mentioned requirements and a cover letter to the address isad@uj.edu.pl - in the title please enter "competition - NAWA Chair employee". Please read the attached "information on the processing of personal data".

Documents should be submitted by **November 30, 2021, by 15:00.**

The Jagiellonian University reserves the right to contact only selected candidates and the right to notify only the selected candidate about the decision taken to fill the position.

Additional information can be obtained by calling: +48 519068330

Personal data processing information for job applicants

According to Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – hereinafter GDPR), the Jagiellonian University informs that:

1. The Administrator of your personal data is the Jagiellonian University with its registered office in Gołębia 24, 31-007 Kraków, represented by the Rector of UJ.
2. The Jagiellonian University appointed the Data Protection Officer www.iod.uj.edu.pl, Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: iod@uj.edu.pl or at the telephone number 12 663 12 25.
3. Your personal data will be processed in order to:
 - a. conduct recruitment process for the position specified in the advertisement – as part of the legal obligation of the Administrator pursuant to Art. 6 (1) lit c of the GDPR in connection with the Polish Labour Code;
 - b. conduct recruitment process for the position specified in the advertisement based on your consent pursuant to Art. 6 (1) lit a of the GDPR – your consent is granted by the clear action of submitting your CV with the Administrator. The consent to the processing of personal data concerns data that you voluntarily provide as part of your CV, which do not result from Polish Labour Code.
4. The obligation to provide your personal data results from the law (it applies to personal data processed under Article 6 (1) lit c of the GDPR). Failure to provide your personal data will result in your inability to take part in the recruitment process. Submission of personal data processed on the basis of consent (Article 6 (1) lit a of the GDPR) is voluntary.
5. Your data will be processed during the recruitment period. In the event of not concluding the contract with you, your data will be deleted after the recruitment process.
6. You have the right of access to the content of your personal data, as well as the right to correct, delete, restrict processing, transfer, object to processing – on the terms and conditions set out in the GDPR.
7. If the processing is based on consent, you have the right to withdraw the consent at any time, which shall not affect the lawfulness of processing based on the consent given before the withdrawal. Withdrawal of consent to the processing of personal data can be sent by e-mail to: isad@uj.edu.pl or by post to the following address: **Centre for International Studies and Development, 4 Reymonta Street, 30-059 Kraków**, or you can withdraw your consent in person at **Centre for International Studies and Development, 4 Reymonta Street, room 303, 30-059 Kraków**.
8. Your personal data will not be subject to automated decision making or profiling.
9. You have the right to lodge a complaint with the Inspector General for the Protection of Personal Data, if you feel that the processing of your personal data violates the GDPR regulations.