



**Jagiellonian University in Kraków promotes cooperation and cares for a good atmosphere based on mutual trust. It implements the strategy resulting from The Human Resources Strategy for Researchers, creating stable conditions for employment as well as the development of academic career, which resulted in the award of the HR Excellence in Research by the European Commission**

## **INFORMATION ON SELECTION PROCEDURE**

**Date of selection procedure announcement** Kraków, 06.06.2024

<b>Selection procedure information number given by the Centre for Human Resources</b>	1227.1101.116.2024
<b>Dean of the faculty of /Director of a non-faculty, inter-faculty or common unit</b>	Dr Danuta Earnshaw Mossakowska, prof. UJ Director of the Malopolska Centre of Biotechnology
<b>Address</b>	Gronostajowa 7A, 30-387 Kraków

### **JAGIELLONIAN UNIVERSITY**

announces a selection procedure for the position of an

### **ADMINISTRATIVE STAFF**

<b>Group of employees</b>	Administrative staff
<b>JU organisational unit (place of work performance)</b>	Małopolska Centre of Biotechnology, Dioscuri Centre of Malopolska Centre of Biotechnology JU
<b>Number of posts (in the case of more than 1 post)</b>	1
<b>Type of employment</b>	Fixed-term employment contract
<b>Working time</b>	Full- time
<b>Planned duration of employment</b>	01.08.2024-30.06.2025
<b>Expected date of employment commencement</b>	01.08.2024
<b>Remuneration</b>	according to the <a href="#">Rules for Remunerating Jagiellonian University Employees</a>

<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Education: higher education</li> <li>• professional experience: minimum 3 years of experience and knowledge in the preparation and implementation of projects financed from foreign (e.g., European Commission) or national (e.g., NCBiR, NCN) funds;</li> <li>• skills: <ul style="list-style-type: none"> <li><i>fluency in spoken and written English,</i></li> <li><i>fluent knowledge of the Polish language,</i></li> <li><i>ability to think analytically and solve problems creatively,</i></li> <li><i>ability to search and obtain information,</i></li> <li><i>ability to work in a team,</i></li> <li><i>computer literacy,</i></li> <li><i>knowledge of MS Office package,</i></li> <li><i>excellent communication skills,</i></li> <li><i>accuracy,</i></li> <li><i>conscientiousness,</i></li> <li><i>very good organization of work (including the use of IT tools to plan and control the implementation of tasks) and independence in decision-making.</i></li> </ul> </li> </ul>
<p><b>Additional requirements and expectations</b></p>	<ul style="list-style-type: none"> <li>• <i>knowledge of the SAP system,</i></li> <li>• <i>knowledge of internal regulations of UJ,</i></li> <li>• <i>experience in administration of scientific projects,</i></li> <li>• <i>knowledge of regulations in the implementation of research projects (including basics of accounting, project accounting, reporting, Public Procurement Law),</i></li> <li>• <i>experience in Public Relations, especially in social media and website maintenance</i></li> </ul>
<p><b>Project description</b></p>	<p>-</p>
<p><b>Job role</b></p>	<p>An exciting opportunity has arisen for a highly motivated, self-reliant, resilient administrator with a “can do” attitude to join the Malopolska Centre of Biotechnology. We are looking for an individual that is a strong team player with excellent communication skills that will be a critical asset to the Centre and will work closely with the Centre leader to build the unit. This role requires close interactions with team members, the MCB administration and the University administration as well as collaborators overseas and various national and international funding agencies. Since we are an international group, excellent written and language skills in Polish and English are required. The selected candidate will undergo a training period, during which he or she will become familiar with the applicable procedures.</p>
<p><b>Scope of duties</b></p>	<ul style="list-style-type: none"> <li>• Support in the day-to-day operation of selected Research Groups at the Malopolska Centre of Biotechnology</li> <li>• Provide clerical and administrative support to Research Group Leaders and team members</li> <li>• Placing and processing orders within selected Research Groups</li> <li>• Supervising project funding disbursement in accordance with the regulations of the National Science Centre and the regulations of the Jagiellonian University</li> <li>• Assisting Group Leaders with budget planning and control over spending</li> <li>• Active participation in the acquisition (formal side) and handling of other grants (NCN, ERC) and working alongside MCB central administration as well as CWN the UJ central grants office</li> <li>• Organisation and supervision of the recruitment process (hiring for ongoing projects)</li> <li>• Preparing official letters and documentation for research projects</li> <li>• Organisation of meetings for team members and external partners (including documentation exchange between institutes etc.)</li> </ul>

	<ul style="list-style-type: none"> <li>• Support in organizing events within supported research groups.</li> </ul>
<b>We offer</b>	<ul style="list-style-type: none"> <li>• stable employment based on an employment contract at the renowned university,</li> <li>• possibility of qualifications improvement and professional development,</li> <li>• benefits in the form of i.a. Multisport card, sports activities, medical packages, group insurance,</li> <li>• additional social benefits.</li> </ul>
<b>Required application documents</b>	<ol style="list-style-type: none"> <li>1. resume,</li> <li>2. personal questionnaire filled in by the candidate,</li> </ol> <p><b>Declaration forms and personal questionnaire template can be obtained at:</b>  <a href="https://cso.uj.edu.pl/en_GB/nienauczyciele">https://cso.uj.edu.pl/en_GB/nienauczyciele</a></p>
<b>Additional application documents</b>	-
<b>Form of submission</b>	<p>by e-mail to the address: <a href="mailto:job.mcb@uj.edu.pl">job.mcb@uj.edu.pl</a>, title: "Administrative specialist -116.2024"</p> <p>by mail to: Malopolska Centre of Biotechnology, Gronostajowa 7a, 30-387 Kraków with the note: "Administrative specialist -116.2024"</p>
<b>Deadline for submission of applications</b>	30.06.2024
<b>Method of communicating of the results of the selection procedure</b>	by e-mail
<b>Questions</b>	For further information please contact by e-mail: <a href="mailto:job.mcb@uj.edu.pl">job.mcb@uj.edu.pl</a>

## 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](http://www.iod.uj.edu.pl), Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: [iod@uj.edu.pl](mailto: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 above 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: [mcb@uj.edu.pl](mailto:mcb@uj.edu.pl) or by post to the following address: **Małopolskie Centrum Biotechnologii, Uniwersytet Jagielloński, ul. Gronostajowa 7A, 30-387 Kraków**, or you can withdraw your consent in person at **Małopolskie Centrum Biotechnologii, Uniwersytet Jagielloński, ul. Gronostajowa 7A, 30-387 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.