FORM FOR EMPLOYERS

INSTITUTION: Institute of Biochemistry and Biophysics PAS

WAORKPLACE: Laboratory of Molecular Biology

CITY: Gdańsk

POSITION: assistant

DISCIPLINE: molecular biology

POSTED: January 15, 2019

EXPIRES: February 28, 2019

DEADLINE RESTRICTIONS: within three months of the date of publication of the competition.

OFFER SENDING: unrestricted (mail, e-mail, in person)

WEBSITE: www.ibb.waw.pl/pl/praca

DESCRIPTION (field, expectations, comments):
- possessing a doctoral degree in biology or related sciences;
- practical and theoretical knowledge in molecular biology, cell biology and biochemistry;
- experience in research on the biology of prokaryotic and eukaryotic cells;
- documented significant research achievements in the form of scientific publications in national and international journals;
- experience in preparation of research proposals and implementation and management of research projects financed at least by national institutions;
- have at least a short-term (3 months) foreign research internship;
- experience in reviewing diploma theses;
- experience in scientific care on licensing and master's degrees;
- good written and verbal English;
- ability to work in a team;
- documented participation in academic courses and conferences, including international ones.

The application must include:
1. Motivation letter addressed to the Director of the Institute of Biochemistry and Biophysics, PAS.
2. Curriculum vitae.
3. Scientific curriculum vitae.
4. A copy of the Doctor's degree certificate (or equivalent).
5. A list of publications, communications, list of awards and distinctions, information on participation in research projects, participation in training courses and workshops
6. At least one recommendation letter and contact details of the referee/s.
7. A statement that IBB will be the first (and only at the time of signing contract) candidate's place of work.

8. All applications must contain the following statement to allow us process your data: "I hereby give consent for the Institute of Biochemistry and Biophysics to process my personal data as contained in application documents for the purposes of the competition process for the position and subsequent calls for candidates for the positions of the Institute of Biochemistry and Biophysics in accordance with the general regulation of 27 April 2016 on the protection of personal data. Moreover, I declare that I have been informed as to the option of withdrawing my consent at any moment and that withdrawal shall not interfere with the legality of the processing conducted on the basis of my consent prior to the withdrawal."

<u>Please send the documents to the following address:</u> Mrs. Barbara Wojnowska, room A237, Faculty of Biology, University of Gdańsk, Wita Stwosza 59, 80-308 Gdańsk

<u>or electronically</u> (pdf files only - in the case of signed documents as scans) to: m.gabig@biol.ug.edu.pl or barbara.wojnowska@biol.ug.edu.pl

Only shortlisted candidates will be contacted.

Information clause
In accordance with the general regulation of 27 April 2016 on the protection of personal data, hereinafter referred to as GDPR, we wish to inform you that:

1. The Administrator of your personal data is the Institute of Biochemistry and Biophysics PAS, with its seat at (02-106) Warsaw, Pawińskiego 5a.
2. The Administrator has appointed a Data Protection Officer who may be contacted on the following telephone number: (22)5922140.
3. Your personal data shall be processed for the purposes of the recruitment process for the position of Post-doc.
4. The legal basis for processing your personal data for the purposes of recruitment shall be Article 6 Section 1 Point c of the GDPR, with processing being necessary for the fulfilment of a legal obligation to which the Administrator is subject, particularly Article 118a of the Law on Higher Education as well as Article 221 of the Labour Code. The condition legalising the processing of personal data provided voluntarily by the candidate, which is beyond the scope of data referred to in Article 221 of the Labour Code, shall be Article 6 Section 1 Point a of the GDPR – consent by the data subject.
5. Providing your personal data, subsequent to the decision to enter the recruitment process, is obligatory within the scope defined by Article 221 of the Labour Code and the Law on Higher Education and determines the possibility of applying for work as well as possible further employment. In the case of personal data which is beyond the scope of the aforementioned legal regulations, providing your data is voluntary but it does determine the possibility of participating in the recruitment process.
6. Your personal data shall be processed on behalf of the data administrator by authorised personnel purely for the purposes referred to in Point 3.
7. Your personal data shall be stored for a period of time necessary for the fulfilment of the aims referred to in Point 3. Should the recruitment outcome prove negative, your data shall be removed immediately at the completion of recruitment, unless otherwise provided by the record-keeping regulations ─ then for a period of time specified in these regulations.
8. Your personal data shall not be shared with external entities with the exception of cases provided for by legal regulations. Should you submit your application documents in electronic form, the recipient of your data may be an entity acting on behalf of the administrator i.e. a mail service operator.
9. Under the terms of the GDPR, you shall be entitled to:
    a. the right to access your data,
    b. the right to rectify it if factually incorrect,

c. the right to remove or restrict the processing of the data as well as the right to data portability – in cases prescribed by the law,

d. the right to object to the processing of the data,

e. the right to file a complaint with the supervisory authority – the President of the Personal Data Protection Office, should you consider that the processing of your personal data violates personal data protection regulations.