



INSTITUTE OF DENDROLOGY

POLISH ACADEMY OF SCIENCES

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**Director of the Institute of Dendrology, Polish Academy of Sciences,
invites applications for the position of assistant of scientific information
at the Department of Scientific Information**

1. REQUIREMENTS:

- Master's degree;
- Proficiency in English (speaking and writing);
- fluent computer skills (Windows, MS Office) and peripheral devices (printer, scanner);
- good organization of work;
- independence, precision, punctuality in the performance of entrusted tasks.

2. ADDITIONAL ADVANTAGES:

- experience in administrative and office work;
- knowledge of the science and research funding principles in Poland and in the European Union;
- experience in obtaining funds for Polish and foreign research projects;
- knowledge of the provisions of the GDPR;
- category B driving license.

3. TASKS:

- researching and informing employees and scholarship holders about trainings, internships, workshops, competitions for scientific projects;
- assistance in submitting applications for research projects;
- assistance with ongoing projects;
- cooperation with the national and regional Contact Point;
- handling foreign affairs of employees, doctoral students, and scholarship holders within the scope of the Department of Scientific Information;
- keeping documentation related to the functioning of the Poznań Doctoral School of the Institutes of the Polish Academy of Sciences at the ID PAS.

4. WE OFFER:

- full-time employment under a contract of employment;
- positive atmosphere at work and open communication in the team;
- tools necessary to carry out the tasks;
- career development opportunities (internal and external training).

5. LIST OF REQUIRED DOCUMENTS:

- application for employment, addressed to the Director of the Institute of Dendrology, Polish Academy of Sciences;
- Curriculum Vitae;
- a copy of MSc diploma or its confirmed copy;
- personal data questionnaire valid at the Institute, with a photograph;
- certificates confirming completed courses;
- optional document confirming the knowledge of the English language.

6. Application deadline: 31/10/2022

The documents should be sent by e-mail to the Department of Scientific Information of the Institute of Dendrology, Polish Academy of Sciences (Magdalena Łukowiak, lukowiak@man.poznan.pl) with a note: **“Competition for the position of assistant of scientific information at the Department of Scientific Information”** in the form of an pdf attachment. If sending documents by electronic means is not possible, applications should be sent to the address Institute of Dendrology, Polish Academy of Sciences, Parkowa 5, 62-035 Kórnik, Poland, with a note on the envelope **“Competition for the position of assistant of scientific information at the Department of Scientific Information”**. Please do not send original documents.

7. The final decision will be published until 20/11/2022

8. The Institute of Dendrology, Polish Academy of Sciences, reserves the right to contact only selected candidates.

Kórnik, 02/09/2022

DYREKTOR
INSTYTUTU DENDROLOGII
POLSKIEJ AKADEMII NAUK

prof. dr hab. inż. Andrzej M. Jagodziński

Job applicants who are interested in starting to work at the Institute of Dendrology, Polish Academy of Sciences, Kórnik, are asked to submit also the following statement:

“I hereby declare that I agree to processing of my personal data during the process of recruitment for the position of, conducted by the Institute of Dendrology, Polish Academy of Sciences, Kórnik (62-035, ul. Parkowa 5)”

In compliance with article 13 of the General Data Protection Regulation (EU) 2016/679 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 the Directive 95/46/EC (general directive on data protection), hereafter referred to also as “GDPR”, the Institute of Dendrology, Polish Academy of Sciences, informs that:

The personal data included in the job application (and the documents attached to it) will be administered by the Institute of Dendrology, Polish Academy of Sciences, address: 62-035 Kórnik, Parkowa 5 (hereafter referred to also as “Administrator”).

The Administrator can be contacted via an e-mail message sent to iod.idpan@man.poznan.pl or a letter sent to the address: Institute of Dendrology, Polish Academy of Sciences, 62-035 Kórnik, Parkowa 5, marked as “Dane osobowe” (= “Personal data”).

Your personal data will be processed by the Administrator to conduct the process of recruitment for the position indicated in the recruitment announcement.

The legal basis for personal data processing is the consent (article 6, paragraph 1(a) of GDPR). At any time you have a right to withdraw consent, with no effect on the compliance with the right to process, which was implemented on the basis of the consent before its withdrawal. If the consent is withdrawn, the data covered by the consent, processed on its basis, will be removed immediately.

The consent can be withdrawn via an e-mail message sent to iod.idpan@man.poznan.pl or a letter sent to the address: Institute of Dendrology, Polish Academy of Sciences, 62-035 Kórnik, Parkowa 5, marked as "Dane osobowe" (= "Personal data").

The personal data will be processed until the end of the recruitment process and will be removed within 3 months after the end of the recruitment.

The predicted categories of recipients of the data are: providers of job announcement publication services, providers of systems for recruitment management, providers of IT services, such as providers of information systems.

Providing of personal information is voluntary but necessary for participation in the recruitment process.

You have a right to ask the Administrator for access to your personal data, including also asking for their copy, a right to correct them, remove or limit their processing, and a right to move the data (for processing of which a consent was given). You also have a right to lodge a complaint with the supervisory authorities (President of the Personal Data Protection Office in Poland, i.e. Urząd Ochrony Danych Osobowych).

A handwritten signature in blue ink, appearing to read 'Konfederacja', is located in the bottom right corner of the page.