

FORM FOR ANNOUNCERS

- INSTITUTION:** Maj Institute of Pharmacology Polish Academy of Sciences
- MIASTO:** Krakow
- STANOWISKO:** **Engineering-technical employee (lab assistant) – full time**
at the Department of Neuropsychopharmacology
Maj Institute of Pharmacology, Polish Academy of Sciences
- SCIENTIFIC DISCIPLINE:** pharmaceutical / medical sciences
- ANNOUNCEMENT DATE:** **21.03.2022 r.**
- SUBMISSION DUE TO:** **22.04.2022 r.**
- LINK:** <http://if-pan.krakow.pl/pl/informacja-publiczna/oferty-pracy/>

KEYWORDS: neurobiology, Parkinson's disease, pathomechanisms of movement disorders, animal models of neurodegenerative diseases

Candidate for the position of engineering-technical employee (lab assistant) at the Department of Neuropsychopharmacology of Maj Institute of Pharmacology Polish Academy of Sciences (IP PAS) should meet the following criteria:

1. Ability to work in a team;
2. Ability to organize work well;
3. Availability, diligence and commitment to work;
4. Predisposition to work with laboratory animals (rodents);
5. Fluent computer skills in the Windows and Microsoft Office environment;
6. Fluent Polish or English language.



Will be welcome:

1. Higher education and a master's degree in neurobiology, biotechnology or related fields;
2. Training in the procedures for working on animals used for scientific purposes, confirmed by an appropriate certificate;
3. Experience in laboratory and experimental work.

RESPONSIBILITIES:

1. Taking care of the supply, cleanliness and functioning of the biochemical laboratory;
2. Preparation of buffers, materials and devices for experimental research and analyzes;
3. Carrying out experimental research according to developed procedures, including work with animals, work in a biochemical and histological laboratory;
4. Documentation and proper archiving of results;
5. Strict adherence to the code of ethics of a PAS employee;
6. Adherence to the rules and regulations in force at the IP PAS.

JOB DESCRIPTION:

We are looking for engineering-technical employee (lab assistant) in a biochemical and behavioral laboratory to carry out scientific research in the field of neurobiology and research on pathomechanisms and therapy of neurodegenerative diseases. The person employed in the above-mentioned position will be responsible for conducting experiments, research documentation and operating the laboratory. In addition, the task of a person holding the position of engineering-technical employee will be to participate in currently conducted research grants (for additional remuneration).



REQUIRED DOCUMENTS:

1. Application for employment for the above-mentioned position;
2. Personal questionnaire for the person applying for employment - Appendix A;
3. A copy of the master's diploma or other document confirming education;
4. Certificate of English language proficiency, if available;
5. Statement of the candidate that the Maj Institute of Pharmacology of the Polish Academy of Sciences will be their primary place of employment, a statement about acceptance of the act "Prawo o szkolnictwie wyższym i nauce"(article 265, paragraph 4-5) in case of signing the employment contract – Appendix B;
6. Information on the processing of personal data - Appendix C.

Will be welcome:

1. Submitting the opinion of the promoter or previous employer;

Please send your application along with the documentation to the following e-mail address: ifpan@if-pan.krakow.pl until **22nd April 2022**.

The title of the message should indicate " *Recruitment for the position of Engineering-technical employee - Department of Neuropsychopharmacology IP PAS – full time*".

Please be advised that we will contact only selected candidates and we will not return the submitted documents. Selected people will be invited to interviews.

Announcement of the competition: 21st March 2022

Deadline for accepting applications: 22nd April 2022



Appendix A

PERSONAL DATA FORM FOR APPLICANTS

1. Name (names) and surname

2. Date of birth

3. Contact details

(provided by the applicant)

4. Education (if it is required to perform a specific type of work or on a given position)

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(university name and graduation year)

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(profession, specialisation, academic degree, professional title, academic title)

5. Professional qualifications (if they are required to perform a specific type of work or on a given position).....

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(courses, postgraduate studies or other forms of advancing knowledge or skills)

6. Employment history (if it is required to perform a specific type of work or on a given position)

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(employment periods, successive employers and positions taken)

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7. Additional personal data, given that the right or duty to provide them is required under specific regulations

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.....
place and date

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Applicant's signature



Appendix B

Statement

I, the undersigned (name and surname) hereby declare that in case of being a successful candidate in an open competition, the Maj Institute of Pharmacology of the Polish Academy of Sciences shall be my primary place of employment.

Moreover, in case of being a successful candidate in an open competition, I grant my consent to be included in the number of employees referred to in Article 265, sections 4-5 of the Act of 20.07.2018 – Law on Higher Education and Science.

.....
place, date, legible signature

Appendix C

INFORMATION CLAUSE ON PERSONAL DATA PROCESSING

Pursuant 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 (...) ("General Data Protection Regulation"), the Maj Institute of Pharmacology notifies that:

1. The Maj Institute of Pharmacology of the Polish Academy of Sciences, Smętna 12, 31-343 Kraków, represented by the Director of the Institute, shall be the Administrator of your personal data.
2. The Maj Institute of Pharmacology of the Polish Academy of Sciences appointed the Data Protection Officer, e-mail: iod@if-pan.krakow.pl, phone: 668 288 484.
3. Your personal data shall be processed for the purpose of conducting a recruitment procedure based on consent expressed by you, and in case of entering into an employment contract pursuant to Art. 6 (1) (b) of the General Data Protection Regulation in connection with the performance of an employment contract.
4. Providing personal data is voluntary, but necessary for participating in the recruitment procedure. Failure to provide personal data shall result in inability to take part in the recruitment, and in case of being a successful candidate providing personal data is a prerequisite for entering into the above-mentioned contract.
5. In case of concluding the above-mentioned contract, your personal data shall be processed pursuant to the Act of 26 June 1974 – Labour Code (that is 8 December 2017, J.L. of 2018, item 108) and based on consent expressed by you in the course of the recruitment process.
6. Your personal data shall not be transferred to third countries.
7. Entities entitled to receive your personal data based on legal provisions shall be the recipients of your personal data, inter alia, Social Insurance Institution (ZUS), relevant tax office, National Health Fund (NFZ).
8. Your personal data shall be stored for the period: until the recruitment process has been completed, and in case of concluding an employment contract for 10 years of the date of its expiry for archiving purposes.
9. You have the right to: access your personal data and rectify them, as well as the right to delete, limit processing, transfer and object to processing of personal data – in cases and on grounds set forth in the General Data Protection Regulation.



10. You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. The withdrawal of consent shall be sent:
- by e-mail to the following address: kadry@if-pan.krakow.pl
 - by traditional mail to the following address: Instytut Farmakologii im. Jerzego Maja Polskiej Akademii Nauk, ul. Smętna 12, 31-343 Kraków
 - or the consent can be withdrawn in person by appearing in the Human Resource Unit of the Maj Institute of Pharmacology of the Polish Academy of Sciences
11. You have the right to lodge a complaint to the President of the Personal Data Protection Office if you consider that the processing of data relating to you infringes the General Data Protection Regulation.

I acknowledge that I have read, understand and accept the above information.

.....
place, date, legible signature

CONSENT FOR PERSONAL DATA PROCESSING

I hereby express consent for my personal data included in the application to be processed for the necessary purposes of the recruitment process pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, Personal Data Protection Act of 10 May 2018 (J.L. of 24 May 2018, item 1000) and information clause on personal data processing attached to my consent.

.....
place, date, legible signature