



UNIVERSITY  
OF WARSAW



CeNT-47-2021

As part of the implementation of the “Excellence Initiative – Research University” programme, the University of Warsaw is looking for two specialists in the field of Next Generation Sequencing

Ref no	UW/IDUB/2021/71, CeNT-47-2021
Position	research and Technical Specialist
Key words	Next Generation Sequencing, NGS, NovaSeq 6000 system (Illumina), Biology, Biochemistry, Biotechnology, Chemistry
Type of employment	fixed-term employment contract
Salary:	PLN 6 000 – 9 000 gross, depending on qualifications and experience
Working hours/pattern	full time
Number of job openings	2
Starting date	1 January 2022
Period of employment	initial employment for 18 months with the possibility of extension
Department	Centre of New Technologies
Action title	I.4.2. Fund for the Renovation and Development of Research Infrastructure – employment of technicians / operators of research infrastructure
Project and Action description	<p>The “Excellence Initiative – Research University” is a programme of the minister responsible for higher education and science, which enables the University of Warsaw to raise the level of its research activities, the quality of education and accordingly, the international recognition of the University.</p> <p>Highly qualified research and technical staff will be employed within this task. Their primary role will be to operate and supervise advanced apparatus, which will enable the efficient performance of necessary analyses and planning of the use of this apparatus in subsequent grant projects.</p>
Job description and responsibilities	<ul style="list-style-type: none"><li>• assisting with Next Generation Sequencing (NGS) as part of the Core Facility’s operation; current NGS platforms include NovaSeq, NextSeq, MiSeq/MiniSeq, HiSeq systems (Illumina);</li><li>• real-time qRT-PCR and automated robotic platforms;</li><li>• managing ongoing daily activities including sequencer set up, maintenance of equipment, freezer management, use of established protocols, sample quality control and</li></ul>

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ul. Dobra 56/66, pok. 2.68, PL-00-312 Warszawa  
phone: +48 22 55 24 243 do 247  
e-mail: idub@uw.edu.pl  
inicjatywadoskonalosci.uw.edu.pl

	<p>troubleshooting of problems with direct coordination of the supervisor;</p> <ul style="list-style-type: none"> <li>• cooperating with scientists and external parties, including commercial entities; demonstrating activity in the implementation of scientific projects and provision of commercial services;</li> <li>• adhering to strict safety protocols and may require the use of personal protective equipment.</li> </ul>
Key requirements	<p>Essential:</p> <ul style="list-style-type: none"> <li>• MSc degree in Biology, Biochemistry, Biotechnology, Bioinformatics or Chemistry-related.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• PhD degree in Biology, Biochemistry, Biotechnology, Bioinformatics or Chemistry-related;</li> <li>• molecular biology experience with NGS, sample quality control, preparing libraries, and sequencing machine set up;</li> <li>• experience with multiple next generation sequencing platforms, including Illumina NextSeq or HiSeq;</li> <li>• experience with sample preparation for NGS sequencing;</li> <li>• experience in cell-culture and RNA/DNA isolation.</li> </ul>
Application	<ul style="list-style-type: none"> <li>• CV,</li> <li>• cover letter,</li> <li>• two reference contacts to persons representing the professional environment, who can give references for the candidate,</li> <li>• signed agreement for the processing of personal data by the University of Warsaw, which is attached to this call.</li> </ul>
What we offer	<ul style="list-style-type: none"> <li>• attractive salary adequate to presented skills and experience,</li> <li>• stable employment.</li> </ul>
How to apply	please send an e-mail to <a href="mailto:careers@cent.uw.edu.pl">careers@cent.uw.edu.pl</a> with the subject line "CeNT-47-2021"
Closing date for applications	10 December 2021
Results will be announced	CeNT website

The University of Warsaw reserves the right to contact only selected candidates and to end the recruitment process without notice.

### **Equal opportunities**

The constitutional principle of the equal treatment of all members of the University community is fundamental to its activities. The University of Warsaw promotes diversity and prevents discrimination. The University maintains the highest ethical standards, upholds scientific integrity, and is guided by principles stemming from the European Charter for Researchers.



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.....  
given and family name

## Information on personal data processing

### Controller

The controller of your personal data, which is processed in connection with employee recruitment, is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

Contact with the controller:

- by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (specify the organisational unit to which your letter is addressed);
- by phone: **22 55 20 355**.

### Data Protection Officer (DPO)

The controller has a designated Data Protection Officer, whom you may contact via email at [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl). You may contact the DPO about all matters relating to the processing of your personal data by the University of Warsaw and in order to exercise your rights in relation to the processing of personal data.

The DPO, however, does not perform other functions, such as handling recruitment procedures, collecting recruitment documents, or providing current information on the recruitment process.

### Purpose and legal grounds of data processing

The personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope indicated by employment law<sup>1</sup> (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process<sup>2</sup>, whereas other data<sup>3</sup> shall be processed based upon your consent, which may take the following wording:

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<sup>1</sup> Art. 22<sup>1</sup> of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes).

<sup>2</sup> Art. 6 section 1 letter b of the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on protection of individual persons with regard to personal data processing and on the free flow of such data, and also repealing Directive 95/46/EC (general regulation on data protection) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes) (hereinafter referred to as the GDPR).

<sup>3</sup> Art. 6 section 1 letter a of the GDPR.

*I agree to the processing of my personal data provided in .... (e.g., CV, cover letter, and other documents submitted) for the recruitment process conducted by the University of Warsaw.*

If your documents include data as included in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data<sup>4</sup>, which may take the following wording:

*I agree to the processing of special categories of my personal data, as stated in Art. 9 section 1 of the GDPR, provided in ..... (e.g., CV, cover letter, and other submitted documents) by the University of Warsaw for conducting the recruitment process.*

The University of Warsaw will also process your personal data in future recruitment processes upon your consent<sup>5</sup>, which may take the following wording:

*I consent to the processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw, for the period of the next nine months.*

You may revoke all such consents at any time, for example by sending an email to [careers@cent.uw.edu.pl](mailto:careers@cent.uw.edu.pl)

Be advised that the revocation of your consent does not affect the lawfulness of the processing of personal data, which had been completed upon consent and before its revocation.<sup>6</sup>

### **Data retention period**

Your personal data collected in this recruitment process shall be stored within the period of up to 5 years from the planned completion of the “Excellence Initiative – Research University” Programme, i.e. until 31.12.2031.

In case you agree to process your data in future recruitments, your data will be used for this purpose for a period of 9 months from the end of recruitment.

### **Data recipients**

Officers authorized by the Controller shall have access to your personal data, the processing of which is within the scope of their duties.

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<sup>4</sup> Art. 9 section 2 letter a GDPR.

<sup>5</sup> Art. 6 section 1 letter a GDPR.

<sup>6</sup> Art. 7 section 3 GDPR.

**Data transfer outside the European Economic Area (EEA)**

Your personal data shall be disclosed to subjects authorized by law. Your personal data may be also processed by the provider of the G-Suite services for education by the Google Corporation in their data processing centres.<sup>7</sup>

**Rights of the data subject**

Under the GDPR, data subjects have the following rights:

- to access data and to receive copies of the current data;
- to correct (rectify) your personal data;
- to limit processing of personal data;
- to remove personal data, subject to provisions of Art. 17 section 3 of the GDPR;
- to file a claim with the President of the Personal Data Protection Office, if you believe data processing is in violation of the law.

**Information on the requirement to provide data**

Providing your personal data in the scope resulting from law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

.....  
(place and date)

.....  
(applicant's signature)

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<sup>7</sup> <https://www.google.com/about/datacenters/inside/locations/index.html>