



UNIVERSITY
OF WARSAW



As part of the implementation of the “Excellence Initiative – Research University” programme, the University of Warsaw is looking for referent

Ref no	UW/IDUB/2022/03
Position	research and technical specialist (referent)
Key words	scientometrics, science of science, scientific mobility, spatial and environmental aspects of scientific activity
Type of employment	fixed-term employment contract
Working hours/pattern	0,3
Number of job openings	2
Salary	up to 1 250 PLN gross per month
Starting date	march 2022
Period of employment	7 months, extendable to 11 months, subject to evaluation.
Department	Institute of the Americas and Europe
Action title	II.3.9. Knowledge Lab: Scientometrics for scientific excellence
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>The recruited person will perform the duties in action II.3.9. Knowledge Lab: Scientometrics for scientific excellence. As part of the action, scientometrics and science of science research is carried out.</p>
Job description and responsibilities	<ol style="list-style-type: none">1. search and compilation of data on scientists and on spatial and environmental aspects of scientific activity;2. analysis of survey data;3. analysis of scientometrics data;4. presentation of research results in the form of articles;5. presentation of research results in the form of conference presentations;6. popularization of research results;
Key requirements	<p>Essential:</p> <ul style="list-style-type: none">• professional title: bachelor's or master's degree;• experience in creating and conducting online surveys;• experience in presenting research results (conference presentations or scientific articles);• knowledge of GIS tools;• knowledge of quantitative methods in social sciences;

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e-mail: idub@uw.edu.pl
inicjatywadoskonalosci.uw.edu.pl

	<ul style="list-style-type: none"> • knowledge of the methods of systematic literature review; • knowledge of MS Office; • good command of the English language; • good knowledge of the Polish language. Desirable: <ul style="list-style-type: none"> • experience in conducting quantitative research on scientists; • knowledge of other (apart from English) foreign languages.
Application	Required: <ul style="list-style-type: none"> • CV, • a cover letter, • a signed agreement for the processing of personal data by the University of Warsaw, which is attached to this call.
What we offer	<ul style="list-style-type: none"> • work in a friendly and collaborative working environment, • opportunity to learn new and refine skills.
Questions	Please, direct your questions to dr Adam Ploszaj, e-mail address: a.ploszaj@uw.edu.pl
How to apply	Please send an e-mail to euoreg@uw.edu.pl with the subject line "rekrutacja - specjalista badawczo-techniczny"
Closing date for applications	04.02.2022
Results will be announced	by email

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. 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 law¹ (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process², whereas other data³ shall be processed based upon your consent, which may take the following wording:

¹ Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes).

² 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).

³ 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 data⁴, 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 consent⁵, 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 euroreg@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.⁶

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.

⁴ Art. 9 section 2 letter a GDPR.

⁵ Art. 6 section 1 letter a GDPR.

⁶ 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.⁷

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)

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