



UNIVERSITY  
OF WARSAW



CeNT-17-2024

As part of the implementation of the “Excellence Initiative – Research University” programme, the University of Warsaw is looking for 2 Research and Technical Specialists in nucleic acid sequencing to work at the Genomics Core Facility (GCF) at the Centre for New Technologies of the University of Warsaw. GCF specializes in the analysis of RNA and DNA and their interactions in sequencing techniques in a wide range of research fields such as: molecular biology, biochemistry, medical sciences, biotechnology, ecology and archaeology.

Ref no	UW/IDUB/2024/22, CeNT-17-2024
Position	research and technical specialist
Key words	next generation NGS sequencing, third generation sequencing, molecular biology, nucleic acid analyses, Illumina, Oxford Nanopore, RNA, DNA, genomics, transcriptomics, epigenetics, Core Facility
Type of employment	fixed-term employment contract
Working hours/pattern	full time
Monthly salary	5000 - 8 500 PLN gross, depending on experience
Number of job openings	2
Starting date	August 1st, 2024 or as soon as possible after announcement of the results
Period of employment	until December 31 <sup>st</sup> , 2025
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>The recruited persons will fulfil the job requirements in the Action “I.4.2. Fund for the Renovation and Development of Research Infrastructure – employment of technicians / operators of research infrastructure”</p>
Job description and responsibilities	<ul style="list-style-type: none"><li>performing routine laboratory analyses, including qualitative assessment of nucleic acids, construction of sequencing libraries and performing nucleic acid</li></ul>

	<p>sequencing (next and third generation technologies) as part of the core activities of GCF CeNT UW, including participation in scientific projects;</p> <ul style="list-style-type: none"> <li>• supervision of equipment, technical service and maintenance as well as ordering consumables and reagents;</li> <li>• participation in the introduction of new analytical techniques and optimization of laboratory protocols;</li> <li>• installation of new research equipment and implementation of its use in currently used and new laboratory techniques;</li> <li>• qualitative assessment of results, as well as solving technical problems in laboratory work in cooperation with the direct superior;</li> <li>• participation in bioinformatics analysis of data;</li> <li>• keeping documentation and organizing work in the laboratory;</li> <li>• preparing a thematic seminar regarding the laboratory's activities.</li> </ul>
Key requirements	<p>Essential:</p> <ul style="list-style-type: none"> <li>• at least a master's degree with a biological, biotechnological or biochemical profile;</li> <li>• knowledge of basic laboratory techniques in molecular biology, including work with nucleic acids (i.e. RNA/DNA isolation and purification, electrophoretic techniques);</li> <li>• punctuality, ability to work in a group, under time pressure and precise reporting of work performed;</li> <li>• knowledge of English at least at intermediate level (B2).</li> </ul> <p>Additional advantages will be:</p> <ul style="list-style-type: none"> <li>• knowledge of techniques for preparing material for NGS analyses, including qualitative and quantitative assessment of sequencing libraries;</li> <li>• experience in working with Illumina and Oxford Nanopore sequencing systems;</li> <li>• interest in technical aspects of equipment operation and laboratory methodology;</li> <li>• basics of bioinformatics work, programming skills, knowledge of database systems.</li> </ul>
Application	<p>Essential:</p> <ul style="list-style-type: none"> <li>• CV;</li> <li>• Cover letter;</li> <li>• Two reference contacts;</li> </ul>

	<ul style="list-style-type: none"> <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>work in a developing and at the same time one of the best equipped Polish specialized laboratories (Core Facility) in the field of genomics, whose portfolio includes, among others: Illumina NovaSeq 6000, NextSeq 500, MiSeq systems and systems for laboratory automation (including Tecan Evo, Fragment Analyzer);</li> <li>work in a friendly, international scientific environment open to modern directions of research and development;</li> <li>the possibility of continuous development and expanding the scope of professional qualifications in accordance with personal preferences, including: <ul style="list-style-type: none"> <li>participation in training and implementation of new technologies in the field of nucleic acid analyses (including single cell analyses);</li> <li>cooperation with numerous scientific laboratories and business entities from a very wide range of fields (medical, chemical, biological, biotechnological, agricultural, archaeological, ecology, etc.);</li> <li>participation in organizational work and IT support for documentation;</li> <li>development of soft skills through contact with clients and cooperation in multi-center projects;</li> <li>participation in primary and bioinformatic analysis of the received data and learning how to program and use databases;</li> <li>openness to submitting and implementing your own initiatives;</li> </ul> </li> <li>attractive remuneration and working conditions;</li> <li>stable employment based on an employment contract;</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> , e-mail title: CeNT-17-2024
Closing date for applications	June 30 <sup>th</sup> , 2024
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>