



Medical University of Warsaw

announces a competition for the position of

Director of the Doctoral School

an academic teacher

ref.no. APK4/1220-95/2020

I. Scope of tasks

1. Preparation and implementation of the development strategy of an interdisciplinary PhD Education School in scientific disciplines: medical sciences, health sciences, pharmaceutical sciences,
2. supervision over the functioning of the Doctoral School, including the management of subordinate employees, management of funds and property of the School, implementation of reporting obligations, including POL-on and the Central Statistical Office,
3. organization of the recruitment process and training of participants of the Doctoral School, including individualized research plans, verification of learning outcomes, scientific care, mid-term assessments, apprenticeships,
4. the implementation of the legal obligations of the university regarding the Doctoral School, including issuing administrative decisions, awarding doctoral scholarships and satisfying the social and living needs of training participants,
5. creating conditions supporting scientific activity, grant activity as well as national and international mobility of training participants,
6. ensuring high quality education and preparing the Doctoral School for evaluation,
7. cooperation with scientific discipline councils regarding the education and procedure of doctoral dissertations as well as with the Dean in the field of staffing enabling the implementation of education programs,
8. cooperation with doctoral students' self-government and the socio-economic environment in the field of education of doctoral students.

II. Qualification requirements:

1. at least postdoctoral degree in one of the scientific disciplines: medical sciences, health sciences, pharmaceutical sciences,
2. significant scientific achievements,
3. experience in managing human, financial and property resources,
4. experience in supervising doctoral students as a supervisor in a doctoral dissertation completed by awarding a degree,
5. experience as a reviewer in a doctoral dissertation,
6. experience in teaching at a university,
7. fluent knowledge of the English language,
8. fluent knowledge of the Polish language.

III. Required documents:

1. a CV including academic and didactic work as well as managerial work,
2. copies of documents confirming professional qualifications and education, in particular diplomas of: completion of higher education, conferring doctoral/postdoctoral degree/title of professor, specialist title, certificate of recognition of a foreign diploma as equivalent to Polish,
3. copies of documents confirming the candidate's scientific and didactic achievements, including a list of publications with information about the point classification (Impact Factor, Ministry of Science and Higher

Education, number of citations, magazines in which the papers were published, in the case of WUM employees confirmed by the WUM library).

IV. Required statements:

1. declaration of having full legal capacity
2. declaration on enjoying civil rights,
3. a declaration of being not convicted of an intentional crime or intentional fiscal crime
4. a statement of not being imposed a disciplinary penalty referred to in art. 276 section 1 items 7 and 8 of the Law on Higher Education and Science,
5. declaration that if the candidate wins the competition, the Medical University of Warsaw will be the primary workplace for the candidate as defined in art. 120 of the Higher Education and Science Act,
6. a statement that from July 22, 1944 to July 31, 1990, one did not work in state security agendas within the meaning of Art. 2 of the Act on the disclosure of information about documents of the state security organs from 1944–1990 and the content of these documents, did not serve in them or cooperate with those authorities,
7. statement regarding as follows: "I agree for the processing of my personal data contained in the application documents for the purposes of ongoing recruitment conducted by the Medical University of Warsaw with the headquarter in Warsaw."
8. statement regarding as follows: "I declare that I have read the rules of personal data protection applied by the Medical University of Warsaw, included in the job offer for the position ... (name of the position)."

V. The rules for the protection of personal data used by the Medical University of Warsaw:

1. The administrator of personal data is the Medical University of Warsaw located in Warsaw, Żwirki i Wigury 61, 02-091 Warszawa,
2. Contact to the Data Protection Officer - email address: iod@wum.edu.pl.
3. Personal data will be processed in order to implement the recruitment process pursuant to art. 221 of the Labor Code, and in the case of providing a broader scope of data pursuant to art. 6 § 1a GDPR - consent expressed by the candidate.
4. Access to personal data within the University's organizational structure shall only have employees authorized by the Administrator in the necessary scope.
5. Personal data will not be disclosed to other entities, except for entities authorized by law.
6. Personal data will be stored for the period necessary to carry out the recruitment process, up to 12 months from the settlement of the recruitment process. After this period, they will be removed.
7. You have the right to access your data, the right to rectify, delete, limit processing, the right to transfer data, the right to object to the processing, the right to withdraw consent.
8. You have the right to withdraw consent to the processing of your personal data at any time, which will not affect the lawfulness of the processing that was carried out on the basis of consent before its withdrawal.
9. You have the right to lodge a complaint with the Office for Personal Data Protection when it is justified that his personal data are processed by the Administrator in breach of the general regulation on the protection of personal data of April 27, 2016.
10. Providing personal data is voluntary, but necessary to participate in the recruitment process to the extent specified in art. 221 § 1 of the Labor Code, voluntary in the remaining scope.
11. Decisions will not be taken in an automated manner and personal data will not be subject to profiling.

I. The deadline for applications is: July 23rd, 2020,

II. Applications should be submitted in Polish.

1. Only by e-mail to jolanta.nowak@wum.edu.pl with the reference number in the e-mail title. Paper-based documents will not be accepted.

Please refer to the recruitment rules which are available on the website:

https://www.wum.edu.pl/files/informacje/praca/2019/polityka_rekrutacji_pracownikow_wum.pdf

The candidate submitting the offer accepts the recruitment conditions specified in the above mentioned regulations.

III. Information about the competition: phone (0-22) 57-20-185, e-mail: jolanta.nowak@wum.edu.pl

IV. Results of the competition will be announced on the WUM website: <http://wum.pl/praca/nauczyciele-akademicy/archiwum>

V. Please be advised that we do not return sent documents.

VI. MUW reserves the right to cancel the competition at any time without giving a reason.

VII. In connection with access to classified information, which is a trade secret, an employed person may be subjected to the procedure of standard screening in accordance with the Act on the protection of classified information (Journal of Laws of 2010, No. 182, item 1228).