

Jagiellonian University in Kraków promotes cooperation and cares for a good atmosphere based on mutual trust. It implements the strategy resulting from The Human Resources Strategy for Researchers, creating stable conditions for employment as well as the development of academic career, which resulted in the award of the HR Excellence in Research by the European Commission

INFORMATION ON SELECTION PROCEDURE

Date of selection procedure announcement Krakow, 30.01.2023

Selection procedure information number given by the Centre for Human Resources	1227.1101.20.2023
Director of a non-faculty, inter-faculty or common unit	Dr Danuta Earnshaw Mossakowska, prof. UJ Director of the Malopolska Centre of Biotechnology
Address	Gronostajowa 7A, 30-387 Kraków

JAGIELLONIAN UNIVERSITY

announces a selection procedure for the position of a

LAB TECHNICIAN

Group of employees	Engineering-technical
JU organisational unit (place of work performance)	Malopolska Centre of Biotechnology in Bionanoscience and Biochemistry Laboratory
Scope	Molecular biology
Number of posts (in the case of more than 1 post)	1
Type of employment	Fixed-term employment contract
Working time	Full- time
Planned duration of employment	1 year
Expected date of employment commencement	1st quarter of 2023
Remuneration	according to the Rules for Remunerating Jagiellonian University Employees
Requirements	<ul style="list-style-type: none"> • Possess at least a magister or engineer degree in biotechnology, biochemistry, molecular cell biology or any related field of life sciences, • Have professional working experience in a laboratory environment,

	<ul style="list-style-type: none"> • Skills: <ul style="list-style-type: none"> – fluent knowledge of English, both spoken and written - a necessary condition, – fluent knowledge of Polish language, – ability to think analytically and solve problems creatively, – ability to search and obtain information, – ability to work in a team, – computer literacy, – knowledge of MS Office package, – excellent communication skills, – accuracy, – very good organization of work (including the use of IT tools to plan and control the implementation of tasks) and independence in decision-making.
Additional requirements and expectations	<ul style="list-style-type: none"> • Familiarity with SAP system (additional asset), knowledge of internal UJ regulations welcome, • Experience in administration of scientific projects financed from national funds (e.g. NCN), • Knowledge of regulations in the field of research project implementation (including basics of accounting, project settlement, reporting, Public Procurement Law).
Scope of duties	<ul style="list-style-type: none"> • ensuring the smooth operation of the laboratory • controlling the condition and use of reagents used in conducting research work • maintaining and organizing inventory in the laboratory • coordinating the servicing of specialized equipment • ensuring that the laboratory is kept clean, • financial and administrative management within the group, • assisting in the smooth hiring process within the group, • Keeping in touch with administrative and scientific units of the UJ, • Assist in solving organizational and logistical problems within the research group.
We offer	<ul style="list-style-type: none"> • stable employment based on an employment contract at the renowned university, • possibility of qualifications improvement and professional development, • benefits in the form of i.a. Multisport card, sports activities, medical packages, group insurance, • additional social benefits.
Required application documents	<ol style="list-style-type: none"> 1. resume, 2. personal questionnaire filled in by the candidate, <p>Declaration forms and personal questionnaire template can be obtained at: https://cso.uj.edu.pl/en_GB/nienauczyciele</p>
Additional application documents	<ul style="list-style-type: none"> • Diploma of graduation
Form of submission	<p>by e-mail to the address: job.mcb@uj.edu.pl title: "Lab-technician-20.2023"</p> <p>by mail to: Malopolska Centre of Biotechnology, Gronostajowa 7a, 30-387 Kraków with the note: "Lab-technician-20.2023"</p>
Deadline for submission of applications	15.02.2023
Method of communicating of the results of the selection procedure	by e-mail
Questions	For further information please contact by e-mail: job.mcb@uj.edu.pl

Personal data processing information for job applicants

According 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 and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – hereinafter GDPR), the Jagiellonian University informs that:

1. The Administrator of your personal data is the Jagiellonian University with its registered office in Gołębia 24, 31-007 Kraków, represented by the Rector of UJ.
2. The Jagiellonian University appointed the Data Protection Officer www.iod.uj.edu.pl, Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: iod@uj.edu.pl or at the telephone number 12 663 12 25.
3. Your personal data will be processed in order to:
 - a. conduct recruitment process for the position specified in the above advertisement – as part of the legal obligation of the Administrator pursuant to Art. 6 (1) lit c of the GDPR in connection with the Polish Labour Code;
 - b. conduct recruitment process for the position specified in the advertisement based on your consent pursuant to Art. 6 (1) lit a of the GDPR – your consent is granted by the clear action of submitting your CV with the Administrator. The consent to the processing of personal data concerns data that you voluntarily provide as part of your CV, which do not result from Polish Labour Code.
4. The obligation to provide your personal data results from the law (it applies to personal data processed under Article 6 (1) lit c of the GDPR). Failure to provide you personal data will result in your inability to take part in the recruitment process. Submission of personal data processed on the basis of consent (Article 6 (1) lit a of the GDPR) is voluntary.
5. Your data will be processed during the recruitment period. In the event of not concluding the contract with you, your data will be deleted after the recruitment process.
6. You have the right of access to the content of your personal data, as well as the right to correct, delete, restrict processing, transfer, object to processing – on the terms and conditions set out in the GDPR.
7. If the processing is based on consent, you have the right to withdraw the consent at any time, which shall not affect the lawfulness of processing based on the consent given before the withdrawal. Withdrawal of consent to the processing of personal data can be sent by e-mail to: mcb@uj.edu.pl or by post to the following address: **Małopolskie Centrum Biotechnologii, Uniwersytet Jagielloński, ul. Gronostajowa 7A, 30-387 Kraków**, or you can withdraw your consent in person at **Małopolskie Centrum Biotechnologii, Uniwersytet Jagielloński, ul. Gronostajowa 7A, 30-387 Kraków**.
8. Your personal data will not be subject to automated decision making or profiling.
9. You have the right to lodge a complaint with the Inspector General for the Protection of Personal Data, if you feel that the processing of your personal data violates the GDPR regulations.