



UNIVERSITY
OF WARSAW

CeNT CENTRE
OF NEW
TECHNOLOGIES

Centrum Nowych Technologii Uniwersytetu Warszawskiego

Centre of New Technologies UW (CeNT UW) is an interdisciplinary research institute dedicated to the understanding of basic processes at the levels of atoms, molecules, cells and organisms.

Officer of grant office (Specjalista do spraw grantów)

Workplace: Warszawa

The Centre of New Technologies UW is looking for a highly motivated and organised person to coordinate applications, enforce and report of large international research and infrastructural projects.

The successful candidate will be responsible for:

- Complex administrative, formal and financial management of international grants (funded by NCN, NCBR, EU, FNP)
- Cooperating with in-house administrative units and with researchers
- Maintaining contacts with representatives of funding institutions and central administration of Warsaw University

The candidate should:

- Have at least two years of experience in research funding institutions
- Demonstrate excellent organization skills, preferably in an international environment
- Demonstrate excellent oral and written skills both in Polish and English
- Work independently
- Demonstrate teamwork skills
- Have excellent inter-personal skills

We offer:

- Competitive salary adequate to presented skills and experience
- Stable employment

To apply, please send your CV and a cover letter in English, detailing your relevant experience and motivation to join us, by e-mail careers@cent.uw.edu.pl, quoting reference [Grant office 1/2018], until July, 22nd 2018.

Thanking all applicants for their interest, we will contact only selected candidates.

To allow us to process your data, please add the following clause in your application: "I hereby consent to have my personal data processed by the University of Warsaw with its registered office at ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa for the purpose of carrying out a recruitment process and selecting an employee and concluding a contract for employment at the University of Warsaw. I have been informed of my rights and duties. I understand that provision of my personal data is voluntary."

In accordance with Article 13 of 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 – general regulation on data protection (Official Journal of the EU L 119/1 of 4 May 2016) the University of Warsaw informs that:

- 1. The Controller of your personal data is the University of Warsaw with its registered office at Krakowskie Przedmieście 26/28, 00-927 Warszawa;*
- 2. The Controller has designated the Data Protection Officer who supervises the processing of personal data, and who can be contacted via the following e-mail address:
iod@adm.uw.edu.pl;*
- 3. Your personal data will be processed for the purpose of carrying out a recruitment process and selecting an employee and concluding a contract for employment at the University of Warsaw;*
- 4. The provided data will be processed pursuant to Article 221 § 1 of the Act of 26 June 1974 Labour Code (uniformed text: Dz.U. of 2018, item 917) and your consent for processing of personal data;*
- 5. Provision of data in the scope stipulated in the Labour Code is mandatory, and the remaining data are processed according to your consent for processing of personal data;*
- 6. The data will not be shared with any external entities;*
- 7. The data will be stored until you withdraw your consent for processing of personal data;*
- 8. You have the right to access your personal data, to rectify, erase them, restrict their processing, object to processing, and to withdraw the consent at any time;*
- 9. You have the right to lodge a complaint to the President of the Office for the Protection of Personal Data.*