

**IBCH PAS RECRUITMENT PROCEDURE NO. 7/2019
FOR THE POSITION OF A HEAD OF DEPARTMENT
IN THE FIELD OF CHEMISTRY OF BIOMATERIALS**

INSTITUTION: **Institute of Bioorganic Chemistry, PAS**
CITY: **Poznan**
POSITION: **Head of Department**
SCIENTIFIC DISCIPLINE: **chemical sciences**
DATE OF PUBLICATION: **April 5th, 2019**
SUBMISSION DEADLINE: **May 31st, 2019**
IBCH PAS: **<http://www.ibch.poznan.pl>**

KEY WORDS: chemistry of biomaterials, biopolymers, modified polymers, natural polymers, nanomaterials, biodegradable polymers

The Institute of Bioorganic Chemistry, PAS, is an interdisciplinary science center, unique both in Poland and in the world, hosting research that binds together the areas of chemistry, biology and informatics. It encompasses modern laboratory space with very well equipped specialized laboratories. Research at IBCH PAS is focused primarily on synthesis and studies of the structure and function of nucleic acids and proteins, as well as their components. The Institute also opens itself to other interdisciplinary fields of study, combining chemistry, biology and informatics in various configurations.

IBCH PAS is currently planning to establish a new department in the field of
chemistry of biomaterials.

IBCH PAS is not going to restrict the subject matter of the studies to be conducted within the newly established department, expecting only that it will fit into widely understood area of chemistry of biomaterials.

It is required that research is carried out at a high level of science (on an international scale), with the use of cutting-edge laboratory techniques. The results shall be published in renowned, international journals. It is also expected that the newly appointed Head of the Department will be successfully applying for grants for research projects, and will be an active member of the local and international scientific community.

II. Requirements for the Candidates:

1. At least a PhD degree in chemistry or related sciences.
2. Excellent track record in chemistry or related sciences, documented with scientific publications.
3. Experience in acquiring funds for research.
4. Good command of spoken and written English.
5. Experience in management of research groups, as well as completion of long-term scientific fellowships shall be considered as additional assets.

III. The application should include:

1. Letter of application, addressed to the Director of IBCH PAS.
2. Statement of consent to process personal data:

„I hereby give consent to process my personal data included in my offer, for the purposes of the recruitment procedure, and – in the case of recommendation of my candidature for employment – to disclose my name and surname in the recruitment section of the IBCH PAS website, by the Institute of Bioorganic Chemistry, Polish Academy of Sciences in Poznan, seated in: Z. Noskowskiego St. 12/14, 61-704 Poznan; REGON 000849327, NIP 777-00-02-062 (further referred to as IBCH PAS). I therefore acknowledge that the Institute hereby becomes the administrator of my data. I have been acquainted with all the consequences resulting thereof, in particular with the following provisions:

1. *For more details with regard to processing my personal data, I shall contact the Data Protection Officer: dpo@ibch.poznan.pl*
2. *My personal data are processed for the purposes of the recruitment procedure no. 7/2019 for the position of a Head of Department.*
3. *The recipients of my personal data are members of the recruitment committee or other parties responsible for the recruitment procedure.*
4. *My personal data shall not be transferred to any third country.*
5. *Should my candidature be recommended for employment, my personal data may be transferred to the IBCH PAS administrative departments, in order to establish an employment relationship; as well as public institutions maintaining records of recruitment procedures for scientific positions and candidates taking part in these recruitment procedures.*
6. *Should my candidature not be recommended for employment, my personal data shall be subject to processing for the maximum period of 10 years upon the date of decision of the recruitment committee. Following this period, the data will be irretrievably and effectively destroyed, so that they can no longer be accessed or reconstructed by any means.*

At the same time, I acknowledge that I have the right to request from IBCH PAS access to my personal data and the right to amend them.

*I also hereby declare that I have been informed about my right to file complaint to a supervisory agency: i.e. Inspector General for Personal Data Protection, in the event of breaching the principles of processing my personal data, stipulated in 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”, through the fault of IBCH PAS.**

3. Scientific CV.
4. Certified copy/scanned copy of the Professorship nomination letter or the academic degree certificate.
5. Information on the candidate's research, didactic and organizational experience, including:
 - most significant research achievements;
 - the list of research papers with a relevant number of citations (excluding self-citations) and the h-index (according to Web of Science), along with other publications;
 - the list of inventions, patents, implementations;
 - information on managing or participating in research projects;
 - information on previously held management positions;
 - information on accomplished research internships;
 - information on awards and distinctions.
6. Research program and a short description of the department's operational concept (up to five A4 pages). It is expected that it will encompass ambitious and realistic plans, being in line with the IBCH PAS mission. Activities towards achieving significant scientific results should be described in a convincing way.

- IV. The applications shall be sent via electronic mail, to the following address: applications@ibch.poznan.pl, subject line: **Recruitment procedure no. 7/2019**, in a single **PDF** file.
- Should there be no possibility of submitting the documents via e-mail, the applications can also be sent via traditional mail to the address of the secretariat of the Institute of Bioorganic Chemistry, PAS - Noskowskiego 12-14, 61-704 Poznan, POLAND, with the following notice on the envelope: "**Recruitment procedure for the position of a Head of Department – 7/2019**". Please do not send original documents.
- V. The submission deadline is **May 31st, 2019**. The date of receiving the submission shall be decisive.
- VI. In the course of the recruitment procedure, the candidates may be asked to deliver a public or non-public presentation of the general outline of the principles of operation for the newly established department at IBCH PAS.
- VII. The recruitment committee shall formulate relevant recommendation for the Scientific Board of IBCH PAS until **June 30th, 2019**.
- VIII. The successful candidate shall be employed in the position of an Assistant Professor, Associate Professor or Professor, depending on his or her degree/scientific title. Employment will take place in accordance with the provisions of the Labor Code of Poland, and the exact conditions of employment shall be agreed with the selected candidate through negotiations.
- IX. In the case of receiving positive recommendation, it is required that IBCH PAS shall be the basic, full-time place of employment for the head of department.

For further details, please contact the Deputy Director for Scientific Affairs
Michal Sobkowski, PhD, DSc (e-mail: msob@ibch.poznan.pl; phone: +48 618 52 85 03, ext. 182)

* Please note that:

- The Institute of Bioorganic Chemistry, Polish Academy of Sciences, seated in Noskowskiego St. 12/14, 61-704 Poznan; REGON 000849327, NIP 777-00-02-062 (further referred to as IBCH PAS) is the administrator of the collected personal data. For further details on personal data processing, please contact the data protection officer - dpo@ibch.poznan.pl.
- The personal data of the candidates are processed for the purposes of conducting the recruitment procedure no. 7/2019 for a Head of a Department.
- The recipients of personal data concerning the candidates are members of the recruitment committee or other parties responsible for the recruitment procedure.
- The personal data of the candidates shall not be transferred to any third country.
- The personal data of the candidates recommended for employment within the aforementioned recruitment procedure shall be transferred to the IBCH PAS administrative departments.
- The personal data of the candidates not recommended for employment shall be subject to processing for the maximum period of 10 years upon the date of decision of the recruitment committee. Following this period, the data will be irretrievably and effectively destroyed, so that they can no longer be accessed or reconstructed by any means.
- The candidates have the right to request from the Institute access to their personal data and the right to amend them.
- The candidate may at any moment withdraw the consent to process personal data. The data will then be irretrievably and effectively destroyed, so that they can no longer be accessed or reconstructed by any means, and the candidature shall not be further taken into account in the recruitment procedure.
- In any case, the candidate has a right to file complaint to the my right to file complaint to a supervisory agency: i.e. Inspector General for Personal Data Protection.