



UNIVERSITY
OF WARSAW



Faculty of Mathematics, Informatics and Mechanics

Dean, Professor Paweł Strzelecki

WMIM/1210/EK/02/2021

**Assistant positions
academic positions in the group of researchers and lecturers are available
at the Faculty of Mathematics, Informatics and Mechanics**

Pursuant to the Law of Higher Education, the University of Warsaw invites applications for at most **4 positions** of Assistant in the group of researchers and lecturers in the **Institute of Mathematics**, and **1 position** of Assistant in the group of researchers and lecturers in the **Institute of Informatics** at the Faculty of Mathematics, Informatics and Mechanics.

Terms of employment: starting date 1st October 2021 or 1st February 2022, full time job, fixed term employment contract for 3 years. The candidates should be committed to research in Mathematics or Computer Science, respectively, and teaching (up to 210 teaching hours per academic year).

Requirements. Successful candidates for the Assistant position should have:

1. the title of Master of Mathematics or Computer Science (or an equivalent title in a related discipline);
2. research papers in Mathematics, Computer Science or related fields, published in refereed, globally recognized journals;
3. willingness to undertake organisational projects related to teaching;
4. international experience (fellowships, projects, conferences).

Applications should be submitted to the Dean's office via e-mail with the following attachments:

1. a cover letter addressed to the Dean of the Faculty of Mathematics, Informatics and Mechanics,
 - with the signed consent to the processing of personal data for the purpose of recruitment in accordance with the GDPR Regulations (cf. attachment);
 - containing the phrase: *I hereby confirm that I am aware that the recruitment process is an open competition, governed by the [Statute of the University of Warsaw, par. 122, 123](#) and I accept these rules.*
2. a copy of Master or PhD diploma;
3. an academic CV with a list of publications, see sample documents at <https://www.mimuw.edu.pl/konkursy/>;
4. copies of selected publications (not more than 3);
5. candidate's PhD dissertation and a referee's opinion if the dissertation was defended or the promoter's opinion if there has been no defence of the dissertation yet.

All documents should be sent as **PDF files** to the email address: konkursy@mimuw.edu.pl The files should be marked with the name, last name and position of a candidate.

Application deadline: 12th February 2021

The applications will be evaluated by the selection committee appointed by the Dean of the Faculty of Mathematics, Informatics and Mechanics, University of Warsaw, Poland. A candidate may be invited to an interview by the committee. The decision date is 31st May 2021 (an e-mail notification will be provided). The competition is the first stage of the recruitment process as described in the [Statute of the University of Warsaw](#), the recommendation by the selection committee being a basis for subsequent stages.

Prof. Paweł Strzelecki
Dean

.....
given and family name

Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process 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 (name the organizational unit to which your letter is addressed);
- by phone: 22 55 20 355.

Data Protection Officer (DPO)

Controller has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on current recruitment process.

Purpose and legal grounds of data processing

Personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope as indicated by employment law¹ (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process², whereas other data³ shall be processed based on your consent which may take the following wording:

I agree to the processing of personal data provided in (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

If your documents include data as mentioned in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data⁴ which may take the following wording:

I agree to the processing of special categories of personal data, as mentioned 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 realising my recruitment process.

¹ Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes);

² 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 the 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 as the GDPR);

³ Art. 6 section 1 letter a of the GDPR;

⁴ Art. 9 section 2 letter a GDPR;

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent⁵ which may take the following wording:

I consent to 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 by, for example, sending an email at (email address due for the recruitment process).

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.⁶

Data retention period

Your personal data collected in this recruitment process shall be stored over the period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period of nine months.

Data recipients

Officers authorized by the Controller shall have access to your personal data, the processing of which is in the scope of their duties.

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing, like

.....
(name all recipients of data)

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Signing-in is through Google Forms. Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.⁷ Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.⁸ This shall guarantee an adequate level of data security.

Rights of the data subject

Under the GDPR data subjects have the following rights:

- to access data and to receive copies of the actual data;
- to correct (rectify) your personal data;
- to restrict processing of personal data;
- to erase 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 violates 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

⁵ Art. 6 section 1 letter a GDPR;

⁶ Art. 7 section 3 GDPR;

⁷ <https://www.google.com/about/datacenters/inside/locations/index.html>

⁸ <https://www.privacyshield.gov>