

JOB OFFER

Position in the project:	Administrative Assistant
Job type (employment contract/stipend):	Employment contract
Remuneration	The remuneration is negotiable and will depend on the candidate's qualifications and experience.
Position starts on:	March-April 2019
Maximum period of contract/stipend agreement:	until 30 April 2023
Institution:	Centre of New Technologies, University of Warsaw
Project leader:	Konrad Banaszek
Project title:	Quantum Optical Technologies
Project description:	The aim of the project is to establish the Centre for Quantum Optical Technologies (QOT) the International Research Agenda Programme (IRAP) Unit whose mission is the exploration of specifically quantum phenomena, such as superpositions and entanglement, to develop new modes of quantum information processing and transmission, metrology, sensing, and imaging with long-term prospects of their practical utilisation.
Key responsibilities include:	<ul style="list-style-type: none"> i. to provide administrative operational support to the employees; ii. to receive, sort and distribute daily mail/deliveries; iii. to keep and update various databases; iv. to manage flow of various documents; v. to attend selected management, committee and other meetings to take minutes, gather information; vi. to organise meetings, business trips, visits of foreign guests; vii. to collect offers from suppliers; viii. to provide support in the calculation of the business trips costs; ix. to create relevant reports upon request; x. to prepare documentation related to implemented project; xi. to assist proper functioning of the Centre for Quantum Optical Technologies
Profile of candidates/requirements:	<ul style="list-style-type: none"> i. excellent organizational and time management skills; ii. good written and oral communication skills in English; iii. attention to detail and accuracy, initiative, multi-tasking ability; iv. excellent oral and written communication skills; v. can-do, proactive and problem solving attitude; vi. very good knowledge of MS Office: Excel, Word, PowerPoint;

	vii. considered additional advantage will be basic knowledge of the WordPress CMS and knowledge of work in a scientific environment;
Required documents:	i. curriculum vitae; ii. cover letter-optional; (documents should be sent to qot-jobs@cent.uw.edu.pl as pdf files attached to a single e-mail message)
We offer:	i. participation in setting up a new research centre in quantum technologies; ii. work in an open and friendly international environment; iii. close collaboration with foreign institutions
Please submit the following documents to:	Please submit the application documents to e-mail address: qot-jobs@cent.uw.edu.pl Please use "Administrative Assistant" in the subject line of the message.
Application deadline:	28th February 2019
FNP programme	International Research Agenda Programme (IRAP)

Project is carried out within the International Research Agenda Programme (IRAP) of the Foundation for Polish Science

To allow us to process your data, please include the following statement 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 administrator of your personal data is the University of Warsaw with its registered office at Krakowskie Przedmieście 26/28, 00-927 Warszawa, e-mail: iod@adm.uw.edu.pl;
2. The Administrator 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 22(1) § 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 (this is: name(s) and surname, parents' first names, date of birth, address of residence, correspondence address, education, previous employment);
6. The remaining data are processed according to your consent for processing of personal data;
7. The data will not be shared with any external entities, except for the cases provided for by law;
8. The data will be stored until you withdraw your consent for processing of personal data;
9. You have the right to access your personal data, rectify, erase, restrict its processing and to withdraw the consent at any time – the withdrawal of consent to processing data should be done in written form, acceptably by e-mail sent to hr@cent.uw.edu.pl;
10. You have the right to lodge a complaint to the President of the Office for the Protection of Personal Data;
11. Your application will be archived and stored for auditing purposes;
12. The name of the selected candidate/s will be made public on the CeNT UW website in accordance with the requirements of the funding agency.

