



UNIVERSITY
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As part of the implementation of the “Excellence Initiative – Research University” programme, the University of Warsaw is looking for a **spectroscopy specialist**.

Ref no	UW/IDUB/2024/30
Position	research and technical specialist or senior research and technical specialist (depending on experience)
Key words	specialist, laser spectroscopy
Type of employment	fixed-term employment contract
Working hours/pattern	full-time
Number of job offers	1
Estimated starting date	December 2024 / January 2025
Period of employment	initial employment for 3 months (test period) with the possibility of extension till end of 2025
Department	Faculty of Chemistry
IDUB Action title	I.4.2 „Fund for the Renovation and Development of Research Infrastructure”
Project and Action description	<p>The “Excellence Initiative – Research University” is a programme of the minister responsible for higher education and science, which enables the University of Warsaw to raise the level of its research activities, the quality of education and accordingly, the international recognition of the University.</p> <p>The employee will fulfil the duty in the frame of POB II, I.4.2 „Fund for the Renovation and Development of Research Infrastructure”.</p> <p>The main objective of the task is the sustainable development of the research infrastructure on the Ochota Campus. The second objective is to strengthen cooperation among the units on the Campus.</p>
Job description and responsibilities	<ol style="list-style-type: none">1. taking care of the infrastructure and being actively involved in establishing collaborations with research groups and companies,2. preparing and conducting a minimum of one public webinar or seminar or training on the instrumentation laboratory/infrastructure under his/her care (each year of service),3. handling and adjustment of femtosecond setups for transient absorption, optical Kerr effect and terahertz spectroscopy,4. maintenance of the above-mentioned setups5. participation in development of existing and future femtosecond spectroscopy setups,6. processing and analysis of experimental results,7. management of the sample preparation laboratory.

Key requirements	<p>Essential:</p> <ul style="list-style-type: none"> • proficiency in optical spectroscopy techniques (UV-VIS, emission, Raman, FTIR), • knowledge of the structure and principles of operation of basic devices used in spectroscopy (monochromator, spectrograph, single- and multi-channel detectors), • understanding of geometric optics fundamentals, • experience with pulsed lasers, • experience in handling optical setups, • availability for non-standard hours and selected weekends (occasionally, for continuous operations). <p>Desirable:</p> <ul style="list-style-type: none"> • experience with setups for femtosecond transient absorption, optical Kerr effect, and terahertz spectroscopy, • experience in processing and interpreting data from femtosecond transient absorption measurements, etc., • programming skills in LabVIEW, • programming skills in C/C++ or Python, • experience in working in a chemical laboratory.
Application	<ul style="list-style-type: none"> • CV, • cover letter, • copy of the diploma (at least engineering or master's degree), • at least 1 recommendation letter, • list of scientific publications, if applicable, • a signed agreement for the processing of personal data by the University of Warsaw, which is attached to this call.
What we offer	<ul style="list-style-type: none"> • employment contract, • work at a stable and reputable University, • cooperation with specialists, • possibility of scientific and professional development, • social package.
How to apply	Please send an e-mail to gado@chem.uw.edu.pl with the subject line "operator IDUB"
Closing date for applications	14 November 2024
Results will be announced	by email

The University of Warsaw reserves the right to contact only selected candidates and to end the recruitment process without notice.

Equal opportunities

The constitutional principle of the equal treatment of all members of the University community is fundamental to its activities. The University of Warsaw promotes diversity and prevents discrimination. The University maintains the highest ethical standards, upholds scientific integrity, and is guided by principles stemming from the European Charter for Researchers.



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given and family name

Information on personal data processing

Controller

The controller of your personal data, which is processed in connection with employee recruitment, 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 (specify the organisational unit to which your letter is addressed);
- by phone: **22 55 20 355**.

Data Protection Officer (DPO)

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

The DPO, however, does not perform other functions, such as handling recruitment procedures, collecting recruitment documents, or providing current information on the recruitment process.

Purpose and legal grounds of data processing

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

Your personal data shall be processed in the scope 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 upon your consent, which may take the following wording:

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

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 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 referred to as the GDPR).

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

If your documents include data as included 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 my personal data, as stated 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 conducting the recruitment process.

The University of Warsaw will also process your personal data in future recruitment processes upon your consent⁵, which may take the following wording:

I consent to the 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, for example by sending an email to rod-zgody@chem.uw.edu.pl

Be advised that the revocation of your consent does not affect the lawfulness of the processing of personal data, which had been completed upon consent and before its revocation.⁶

Data retention period

Your personal data collected in this recruitment process shall be stored within the period of up to 5 years from the planned completion of the “Excellence Initiative – Research University” Programme, i.e. until 31.12.2031.

In case you agree to process your data in future recruitments, your data will be used for this purpose for a period of 9 months from the end of recruitment.

Data recipients

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

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Your personal data may be also processed by the provider of the G-Suite services for education by the Google Corporation in their data processing centres.⁷

⁴ Art. 9 section 2 letter a GDPR.

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>

Rights of the data subject

Under the GDPR, data subjects have the following rights:

- to access data and to receive copies of the current data;
- to correct (rectify) your personal data;
- to limit processing of personal data;
- to remove 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 is in violation of the 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.

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(place and date)

.....
(applicant's signature)