Annex no. 1

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Assistant professor in the group of researchers and teaching staff**

**Institute of General and Ecological Chemistry, Faculty of Chemistry**

Lodz University of Technology is one of the finest universities of technology in Poland. Its tradition and experience in training professionals and conducting research date back 80 years. It is an attractive partner for business. It cooperates with the largest national and international corporations. It conducts research of a European standard, develops new technologies and creates innovation in collaboration with the leading research centres all over the world. One of the pillars of Lodz University of Technology management is equal treatment of staff regardless of their gender, age, race or other demographic and social characteristics. In 2016, TUL was the first technical university in Poland to receive the HR EXCELLENCE IN RESEARCH award certifying that the University adheres to the principles of *the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.*

1. The requirements to be met by the candidate (detailed description of the knowledge, qualifications, skills, and professional experience).

* PhD degree in chemical sciences and engineer’s degree, minimum of 10 years of work experience,
* fluent knowledge of Polish in speech and writing necessary to conduct research, teaching and organizational activities, good knowledge of English to the extent that allows independent preparation of scientific publications and conducting didactics;
* experience in performing measurements using a scanning electron microscope with an energy-dispersive X-ray spectroscopy attachment (SEM-EDS) and transmission electron microscopy (TEM)
* experience in imaging nanomaterials and porous materials, such as nanoparticles, catalysts, glass, cosmetics, and biological materials, including sample preparation, fixation, and contrast enhancement;
* experience in operating equipment such as ultramicrotomes, ion beam milling machines, and trimmers;
* experience in handling analytical devices including UV-VIS, spectrofluorometer, mercury analyzer, gas chromatograph, TPR;
* knowledge of research techniques such as ICP-OES, AAS, ToF-SIMS, BET, XRD;
* knowledge of homogeneous and heterogeneous catalysis, preparation, and characterization of catalysts;
* teaching experience in preparing laboratory exercises and conducting student sessions, as well as scientific supervision of thesis students;
* experience working with biological material – cell cultures;
* experience in conducting chemical composition analysis of sampels (quantitative and qualitative);
* experience in performing chemical reactions using pressure reactors;
* experience in working on NCN, NCBiR projects;
* practical knowledge of MS Office, including data processing software;
* experience in preparing manuscript publications and presentations at scientific conferences.
* ability to independently plan and organize experimental work and conduct data analysis, including statistical analysis;
* ability to prepare offers, scientific reports;
* ability to work in a team;
* attention to detail and willingness for continuous development;
* conscientiousness, availability, and commitment.

1. **Working conditions:**

Full-time,  
Expected start date: 15 March 2025.r

1. **Description of expected tasks and responsibilities:**  
   The research topics carried out by the employee will include:  
   • Surface imaging of various types of solids using SEM-EDS, TEM, and ToF-SIMS techniques;  
   • Elemental analysis of various materials, including catalysts, food products, cosmetics, and other chemicals, soil, and biological samples using spectroscopic techniques;  
   • statistical data analysis.
2. **Expectations:**  
   • Setting short- and long-term research goals;  
   • Data analysis and preparation of research progress reports;  
   • Publication of research findings;  
   • Maintaining necessary documentation and reporting;  
   • Conducting teaching activities with students and supervising thesis students.

4. List of the required documents:

1) Application for employment to the Rector of Lodz University of Technology;   
2) Curriculum vitae with list of academic and didactic achievements;   
3) Personal questionnaire for a person applying for employment at Lodz University of Technology, as provided in Annex no. 1.1 to the OTM-R POLICY - OPEN TRANSPARENT MERIT BASED RECRUITMENT;

4) Data Privacy Statement as provided in Annex no. 1.2 to the OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT;

5) Consent to the processing of personal data, as provided in Annex no. 1.3 to the OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT;

6) true copies/copies of diplomas;

7) other documents proving the qualifications.

1. The place, manner, and deadline for submitting the documents (as well as information concerning their return); **Deadline for submitting offers: 01.03.2025.**

Form of submitting offers: e-mail: aneta.węglińska@p.lodz.pl

6. Contact person and postal and e-mail addresses to which documents or scans thereof may be forwarded;

7. The expected date of the announcement of the decision: **07.03.2025 r.**

Annex no. 1.1

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**PERSONAL INFORMATION FORM FOR APPLICANTS FOR EMPLOYMENT AT LODZ UNIVERSITY OF TECHNOLOGY**

1. First name(s) and family name …………………………………………………………………………
2. Date of birth ………………………………………………………………………………………………
3. Contact details ……………………………………………………………………………………………
4. Education (where required for specific duties or jobs) ………………………………………………

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(name of school and graduation date)

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(occupation, specialisation, degree, professional title, academic title)

1. Professional qualifications (where required for specific duties or jobs) ……………………………

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(courses, postgraduate education, other forms of further development of knowledge and skills)

1. Employment history (where required for specific duties or jobs) …………………………………..

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(employment periods and jobs held at previous employers')

1. Additional personal information, where the right or the duty to disclose it exists under specific

regulations ………………………………………………………………………………………..............

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(place and date) (signature of the applicant)

Annex no. 1.2

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Data Privacy Statement for job candidates**

1. The administrator of your data processed as part of the recruitment process is Lodz University of Technology (address: 90-924 Lodz, 116 Żeromskiego St., phone: +48 42 631 29 29), represented by the Rector as the employer.
2. At the Lodz University of Technology you can contact the Data Protection Officer at: iod@adm.p.lodz.pl, phone: +48 42 631 20 39.
3. Lodz University of Technology will process your personal data to the extent indicated in the labor legislation for the purpose of the current recruitment procedure (Article 6(1)(b) of the GDPR), while other data, including contact data, on the basis of consent (Article 6(1)(a) of the GDPR), which may be revoked at any time.
4. Lodz University of Technology will process your personal data, also in subsequent recruitment of employees, if you give your consent (Article 6(1)(a) GDPR), which may be revoked at any time.
5. If the documents include data referred to in Article 9(1) of the GDPR, your consent to their processing will be required (Article 9(2)(a) of the GDPR), which may be revoked at any time. (Article 22 of the Labor Code and §1 of the Regulation of the Minister of Family, Labor and Social Policy of December 10, 2018 on employee records).
6. Personal data will be disclosed to persons acting under the authority of the controller and having access to personal data, processing them only on the instructions of the controller, unless required by European Union or Member State law.
7. Your data collected in the current recruitment process will be stored until the end of the recruitment process. In the case of your consent to the use of personal data for future recruitment, your data will be used until the end of the calendar year in which the recruitment process for which your application was submitted ended.
8. You have the right to:
9. the right to access your data and to receive a copy of it;
10. the right to rectify (correct) your personal data;
11. the right to restrict the processing of your personal data;
12. the right to delete your personal data;
13. the right to lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office: 2 Stawki St., 00 - 193 Warsaw)

Information on data requirement: Your submitting personal data to the extent of Article 221 of the Labor Code is necessary to participate in the recruitment procedure. Your provision of other data is voluntary.

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(date and signature of the candidate)

Annex no. 1.3

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Consent of the candidate to the processing of personal data**

**(pursuant to Article 7 GDPR)**

I consent to the processing of my personal data by Lodz University of Technology, the Controller of the data included in the following documents that I have submitted:

………………………………………………………………………………………………………………….

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for the purpose of recruitment/employment\*.

I hereby declare that I have been informed of the right to withdraw my consent at any time, effective as of the date of submission of the withdrawal of consent.

The Controller (or an authorised representative) has also informed me that the withdrawal of consent does not affect the lawfulness of the processing performed on the basis of the said consent prior to its withdrawal.

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(date and signature of the candidate)

\* delete as appropriate