

COMPETITION ANNOUNCEMENT

The Director of the Centre for French Culture and Francophone Studies (OKFiSF UW), with the consent of the Rector of the University of Warsaw, announces a competition for the position of Senior Assistant¹

About the position:

Position title	Senior Assistant
Organisational Unit	Centre for French Culture and Francophone Studies
Employment Group	Research
Position Profile	R2
Academic Discipline	archaeology, history of art, law, philosophy, religious and cultural sciences, sociology, political science and public administration or socio-economic geography and spatial management
Numer of positions	1
Type of Employment and workload	Employment contract, Full time
Expected start date & employment duration	16.02.2026, 12 months (with the possibility of extension)
Remuneration	salary of approx. 6000 PLN gross/ month (including an annual bonus and seniority allowance) More information on remuneration structure: link
Other working conditions	<p>Workplace: University of Warsaw, Centre for French Culture and Francophone Studies (ul. Dobra 55, 00-312 Warszawa)</p> <ul style="list-style-type: none"> – support in applying for and conducting research activities within national and international project, – opportunity for personal growth through participation in trainings and courses offered to University of Warsaw employees, both on-site and online, including language training, social and personal skills training, management, digital skills trainings etc.: https://kampus.uw.edu.pl/ – a broad social benefits package, including subsidies for holidays, sports activities, school supplies for children financial support in difficult situations etc; – an option to purchase life and travel insurance, private medical care and a sports card on preferential terms; – work in a central, well-connected and charming part of the Old Town surrounded by greenery. <p>More information: link</p>
Key responsibilities:	<ul style="list-style-type: none"> – conducting independent scientific research and to support grant applications in the field of social sciences or humanities, in accordance with the priorities set by the Director of the CFCFS, – submitting project proposals and to develop scientific initiatives contributing to the activates of the CFCFS,

¹ Rzeczowniki męskoosobowe użyte w ogłoszeniu stosują się do osób wszystkich płci.

	<ul style="list-style-type: none"> – assisting the Director of the CFCFS in research and organisational tasks, such as scientific conferences and academic seminars, – active participation in scientific events organised by the University of Warsaw, especially CFCFS, such as conferences, lectures, seminars or workshops, – involvement in cooperation with other academic centres, especially French or francophone, including within the framework of 4EU+ projects.
Eligibility criteria ²	<ul style="list-style-type: none"> – compliance with the requirements specified in Article 113 of the Law on Higher Education and Science (Journal of Laws 2024, item 1571, consolidated text) – PhD in the field of social sciences or humanities (archaeology, history of art, law, philosophy, religious and cultural sciences, sociology, political science and public administration or socio-economic geography and spatial management), – achievements in the field of social sciences or humanities, mentioned above, – experience in international scientific cooperation and preparing research grant applications, – fluent spoken and written Polish (at least B2), fluent spoken and written French and English (at least B2).
Additional expectations ³	<ul style="list-style-type: none"> – experience in organising scientific events and international scientific cooperation – experience in conducting academic seminars in an interdisciplinary team
Candidate evaluation criteria	<ul style="list-style-type: none"> – completed research and scholarships (0-30 p.), – potential in publications and dissemination (0-20 p.), – research plans and strategy development (0-20 p.) – ability to work in an interdisciplinary research team (0-15 p.), – self-management (0-15 p.) <p>Total 0-100 p.</p>

The position involves work not related to activities under child protection regulations.

Call guidelines:

Reference number of the announcement	01/D357/OKFiSF/2025
Keywords	Social Sciences and Humanities, Francophonie, Interdisciplinarity
Application deadline	16.01.2026
How to apply	Applications need to be sent electronically to: okf@uw.edu.pl with a reference: 01/D357/OKFiSF/2025
Required documents	<ul style="list-style-type: none"> – signed consent for processing of personal data necessary for conducting the application process in accordance with the Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws 2018, item 1000, as amended) (available at: https://bsp.adm.uw.edu.pl/bsp-druki-do-pobrania/); – a PhD diploma or a statement from the supervisor on the expected date of obtaining the PhD degree no later than the end of January 2026 – personal questionnaire (available at: https://bsp.adm.uw.edu.pl/bsp-druki-do-pobrania/);

² Requirements specified by the Law on Higher Education and Science and the Statute of the University of Warsaw, as well as those necessary for the position.

³ Additional requirements, the absence of which will not negatively affect the formal evaluation.

	<ul style="list-style-type: none"> – statement confirming familiarity with the conditions of the competition for the position of academic teacher at the University of Warsaw (Ordinance No. 106 of the UW Rector of 27 September 2019, §1, item 4), – statement on meeting the requirements specified in the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742) and the UW Statute (Resolution No. 443 of the UW Senate of 26 June 2019, Monitor no. 190) (available at: https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2020/07/Oświadczenie_art-113-ustawy-PSWiN_2018.docx) – CV (2-3 pages A4), – list of publications and research grants, – motivation letter addressed to the Competition Committee and presenting the candidate's profile in accordance with the requirements defined in the call, – a sample of research work (e.g., an article in a peer-reviewed journal), – a recommendation letter from an academic researcher. <p>Please bear in mind to submit a complete application within a given deadline.</p>
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The call is the first stage of the recruitment procedure for the position of academic teacher specified in the Statute of the University of Warsaw. Please familiarize yourself with following the policy on [link](#)

Stages of the competition	<p>The competition consists of the following stages:</p> <p>Stage I – formal evaluation of documents,</p> <p>Stage II – substantive evaluation based on the submitted documents,</p> <p>Stage III – interview with selected candidates in person (presentation of achievements to date and research plan as part of work at OKFiSF),</p> <p>Stage IV – final evaluation of competences, experience and scientific achievements,</p> <p>Stage V – conclusion of the competition and announcement of results.</p>
Date and method of announcing the results	The competition outcome will be decided by January 30, 2026. Candidates will be notified of the results by email no later than 6 February 2026.
For further enquiries:	<p>Contact: okf@uw.edu.pl, stating the reference number of the call.</p> <p>Applicants requiring accessibility accommodations should indicate their needs in the personal questionnaire, under the section: Other important information from the candidate.</p>

Employing faculty/unit:

Research profile of the unit	https://okf.uw.edu.pl/prezentacja/
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The University of Warsaw follows a whistleblower procedure for reporting legal violations and taking follow-up actions. More information, including data protection policies, is available online [link](#)

The University of Warsaw holds the HR Excellence in Research award from the European Commission, recognizing institutions that comply with the European Charter for Researchers.

