

Competition for the position: ASSISTANT

Rector-Commandant of the General Tadeusz Kościuszko Military University of Land Forces (AWL) announces a competition for position of **Assistant** at the Faculty of Management, Logistics Department, in the group of research and teaching employees.

Job status: full, job agreement from October 2022.

Place of work: The General Tadeusz Kościuszko Military University of Land Forces, ul. Piotra Czajkowskiego 109 Wrocław, Poland.

Main duties will include:

- Preparing and conducting classes in accordance with the accepted standards, curricula, study plan and timetable, within the planned period of study;
- Carrying out scientific - research and teaching activities in accordance with the forms of education, as well as preparation and implementation of credits and consultations;
- Cooperation with other employees of the Department of Logistics in developing and updating study plans and curricula as part of subjects implemented
- Improving teaching and methodological qualifications
- Active participation in research teams and conducting scientific and research works;
- Participation in seminars, symposia and scientific conferences organized by military and civilian universities;
- Conducting publishing work (development of: scientific articles, textbooks, class scripts, methodological studies, etc.);
- Preparation and maintenance of research, teaching and methodological documentation in accordance with applicable standards;
- Performing other duties as required by superiors, related substantively to the position held.

Requirements related to the job that must be met:

- Possession of a master's degree in Management and Quality Sciences or Civil Engineering and Transport;
- Documented scientific and journalistic achievements in the field of social sciences or engineering and technology sciences; authorship (co-authorship) of scientific publications or scientific achievements (for the last three years);
- Declaration of full-time employment at AWL as the primary place of work;
- Ability to use MS Office tools (including Outlook, Excel, Power Point, Word, MS Teams)
- Fluency in the Polish language;
- Availability, communication skills, responsibility and self-reliance;
- Declaration of participation in scientific and organizational projects implemented at AWL;

- The candidate, who was selected in the recruitment process, makes a statement that during the employment he/she undertakes to inform the employer in writing each time about:
 - intention to go and stay abroad,
 - the name of the employer where he/she performs paid work and the address of its registered office.

Additional competences:

- Engagement and creativity conditioning the attractive course of classes;
- Experience in teaching;
- International journalistic achievements;
- Experience in the implementation of research projects;
- Professional practice related to teaching;
- Experience in teaching in English (candidate's statement);
- Communicative knowledge of a foreign language other than English;
- Ability to work in task teams.

Deadline for submission of documents: till 05.09.2022.

Place of submission of documents: Chancellery of the General Tadeusz Kościuszko Military University of Land Forces, ul. Piotra Czajkowskiego 109, 51-147 Wrocław, Poland personally, by post (the date of stamps is counted) or to the e-mail address: kancelaria@awl.edu.pl (with an annotation of the position name).

Documents:

- CV;
- cover letter;
- copies of documents confirming: education, work experience, teaching experience; courses and training and other documents confirming qualifications;
- declaration of full-time employment at AWL as the primary place of work;
- list of publications
- list of research projects carried out and their functions;
- a statement that it meets the requirements referred to in art. 20 clause 1 points 1-3 and art. 276 paragraph 1 points 7 and 8 of the Act of 20 July Law on Higher Education and Science;
- in the case of candidacy of foreigners whose documents are not issued in Polish, it is necessary to submit copies of the documents together with a sworn translation;
- if the title / academic degree was obtained at a foreign university, a copy of the document confirming the nostrification of the title / academic degree should be submitted (if required by law) or a statement as to the basis for the recognition of the title / degree on the basis of the agreement on recognition of equivalent education in Poland ;



- a declaration is required for candidates who are not Polish citizens about undergoing the examination procedure. The above documents should be delivered to MULF in a sealed envelope with the name of the position.

The above documents should be delivered to AWL, in a sealed envelope with a note of the name of the position - Assistant at the Department of Logistics.

Please add the following clause: *"I have read the content of the information clause, including information about the purpose and methods of processing my personal data and my rights".*

The University reserves the right to contact selected persons who meet the requirements specified in the announcement and to cancel the Competition without giving reasons. Offers delivered to AWL after the abovementioned deadlines are subject to rejection. After the recruitment process, the documents will be destroyed by commission.

INFORMATION CLAUSE

In accordance to the art. 13 section 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (General Regulation on data protection "GDPR"), please be advised that the Personal Data Administrator is of the General Tadeusz Kościuszko Military University of Land Forces, 51-147 Wrocław, ul. Czajkowskiego 109.

1. The Personal Data Administrator has appointed a Data Protection Inspector to supervise the correctness of personal data processing, which can be contacted via the email address: iod@awl.edu.pl;
2. Your personal data will be processed in accordance with applicable law in order to carry out the recruitment procedure (art.6 par.1 lit.b RODO) resulting from art. 22 1 of the Labor Code and necessary to participate in recruitment
3. proceedings, while other data, including contact details, based on consent (art.6 par.1 lit.a RODO), which can be revoked at any time.
4. Your personal data will not be disclosed to other recipients, except in cases provided for by law;
5. Your personal data will be stored until the end of recruitment.
6. Do you have:- the right to access your personal data,- the right to rectify (correct) your personal data,- the right to limit the processing of personal data,- the right to delete data in cases and on the principles set out in the provisions of the GDPR.
7. If you think that personal data are not processed correctly, you have the right to lodge a complaint with the supervisory body - the Office for Personal Data Protection;
8. Your data will not be processed in an automated manner and will not be profiled.
9. Your data will not be transferred to a third country.

To matters not covered in this information, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 apply / EC (general regulation on data protection) - Journal of Laws EU.L.2016.119.1 ..