

**Competition for the position: English Language Teacher in the Foreign  
Languages Department**  
(primary workplace)

Rector-Commandant of the General Tadeusz Kościuszko Military University of Land Forces announces a competition for the position of **English language teacher** in the Foreign Languages Department.

**Post:** Full-time; fixed-term employment (12 months)

**Place of employment:** General Tadeusz Kościuszko Military University of Land Forces, Piotra Czajkowskiego 109 str., 51-149, Wrocław

**The scope of the main tasks performed at the workplace:**

- conducting English language didactic classes in all forms of education implemented at the University in full-time mode, with an annual workload of 540 hours;
- participation in English language exams conducted at the University and outside, including the development of examination materials;
- securing the University's current operations within possessed language competences; participation in organizational, training and methodological projects implemented at the University or outside;
- raising teacher's own qualifications related to the performance of duties in the workplace

**Requirements to meet related to the job:**

- having at least a master's degree in English philology or equivalent;
- possessing pedagogical qualifications, e.g. completed studies in teaching specialization or completing a pedagogical course;
- for candidates who are native speakers of English: completed university studies in the humanities or social sciences, and a completed preparation course to teach English as a foreign language, eg CELTA or equivalent; such persons should additionally use the Polish language at the functional level;
- full availability and readiness to work in full-time (classes may take place from Monday to Friday, from 08.00-19.25), the teacher has no influence on his schedule;
- communication skills, responsibility, independence, teamwork skills;
- impeccable ethics and discipline;
- knowledge of contemporary methods of teaching foreign languages, including implementation of new technologies in teaching.
- the candidate who was selected in the recruitment process submits a declaration that in the course of employment, undertakes to inform the employer in writing each time about:
  - intention to leave and stay abroad,
  - the name of the employer with which he performs paid work and the address of their seat.

**Additional competences:**

- experience in conducting English classes, including teaching students at institutions of higher education; experience in teaching English in the field of national security or management or engineering of security or logistics or military;
- experience in preparation for English language examinations according to STANAG 6001;

- having the examiner's qualifications for the STANAG 6001, FCE, CAE, CPE, TELC, IELTS or other examinations;
- possessing qualifications and experience in teaching Polish to foreigners; experience in performing translations.

**Deadline for submitting documents:** by **January 20, 2023**.

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

**The date of starting work:** **March, 2023**.

**Documents:**

- CV with photo containing a detailed description of the academic achievement;
- covering letter;
- copies of documents confirming education, work experience, completed courses and trainings;
- didactic achievements and other documents confirming the qualifications required and welcome;
- candidate's statement that the Military University of Land Forces will be his/her primary workplace, in accordance with the Act of 20 July 2018 Law on Higher Education and Science (i.e., Journal of Laws of 2018, item 1668);
- the candidate's declaration that the candidate meets the requirements referred to in Art. 20 paragraph 1 point 1-3 and art. 276 paragraph. 1 point 7 and 8 of the Act of 20 July 2018 Law on Higher Education and Science (i.e., Journal of Laws of 2018, item 1668);
- the candidate's declaration of submission to the examination procedure (in the case of a foreign candidacy);
- employment application addressed to the Rector-Commandant;
- Please deliver the above documents to AWL personally in a sealed envelope with an annotation of the name of the position or by post (the date of the postmark counts) or electronically to the address kancelaria@awl.edu.pl in the title of the competition and the name of the position;

All documents should be submitted in Polish. Diplomas of completing studies outside the country must be recognized by authorized bodies of the Republic of Poland. Certificates, attestations, references, etc. issued in a foreign language must be accompanied by their translations.

**Additional information:**

1. in HR matters – 261 658 393
2. in matters related to the performance of duties in the offered position – 261 658 192 (or 261 658 313).

**Please write the following on the envelope:** *"I consent to the processing of my personal data contained in my job offer for the purposes of the recruitment process carried out by Tadeusz Kościuszko Military University of Land Forces, Piotra Czajkowskiego 109 str. I have read the content of the information clause, including information about the purpose and methods of processing my personal data and my right to access my data and the right to correct it."*

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 with 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 natural persons 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 "RODO"), we would like to inform you that the Administrator of Personal Data is the General Tadeusz Kościuszko Military University of Land Forces, Piotra Czajkowskiego 109 str., 51-147 Wrocław.

1. The Personal Details 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 § 1 letter "b" of RODO) resulting from article 22 1 of the Labor Code and necessary to participate in recruitment proceedings, while other data, including contact details, based on consent (Art.6 § 1 letter RODO), which can be revoked in any time.
3. Your personal data will not be disclosed to other recipients, except in cases provided for by law;
4. Your personal data will be stored until the end of recruitment.
5. 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.
6. 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;
7. Your data will not be processed in an automated manner and will not be profiled.
8. Your data will not be transferred to a third country.

*To matters not covered by this information, the provisions of Regulation (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, and repealing Directive 95/46/EC (General Data Protection Regulation) - Official Journal of the European Union 2016.119.1 apply.*