



**RECTOR OF THE UNIVERSITY OF WARSAW
announces a competition for the position of**

**Director
of the Polish Centre of Mediterranean Archaeology
University of Warsaw**

The Polish Centre of Mediterranean Archaeology of the University of Warsaw (hereinafter referred to as "PCMA UW") is a university-wide organizational unit within the meaning of § 11 section 1 item 4 of the Statute of the University of Warsaw dated June 26, 2019 (Monitor UW of 2019, item 190). The task of the PCMA UW is to create conditions for cooperation, initiate, conduct and coordinate interdepartmental and inter-institutional activities in the field of interdisciplinary research on Mediterranean civilizations and their heritage in cooperation with Polish and foreign scientific units conducting research in the countries covered by the PCMA UW activity.

The main responsibilities of the Director of the PCMA UW will include managing the unit, particularly shaping its scientific, personnel and financial policy in accordance with § 13 of the PCMA UW regulations dated June 9, 2020. (Monitor UW of 2020, item 259).

To be considered for the position of Director of the Academic Institute, candidates must meet the following criteria:

- 1) Possess a Doctor of Philosophy (PhD) degree or higher.
- 2) Demonstrate significant scientific achievements in the field of Mediterranean archaeology.
- 3) Have substantial experience in participating in international research projects, with a particular emphasis on leading international research teams.
- 4) Exhibit proven management experience, especially within scientific institutions.
- 5) Have a broad understanding of archaeological research, as well as the social relations and political landscape of the Middle East and North Africa.
- 6) Maintain well-established contacts within the international scientific community.
- 7) Be willing to accept employment at the University of Warsaw as their primary full-time position.
- 8) Possess a proficiency in the English language that enables effective and fluent communication.

The director of the PCMA UW must meet the conditions specified in Article 32, § 2 of the Act of July 20, 2018 – Law on Higher Education and Science (Dz.U. of 2023, item 742, as amended; hereinafter referred to as the "Act"):

- 1) have full legal capacity;
- 2) enjoy full public rights;
- 3) have no criminal record for intentional crime or intentional fiscal crime;
- 4) have not been subjected to disciplinary penalty;





5) between July 22, 1944, and July 31, 1990, did not work in state security organs within the meaning of Article 2 of the Act of October 18, 2006, on disclosing information about documents of state security organs from 1944-1990 and the content of such documents (Dz.U. of 2019, items 430, 399, 447, 534 and 1571), did not serve in, or cooperate with, these organs.

The candidate's application should include:

- 1) CV;
- 2) a realistic strategy for the development of the PCMA UW for 2024-2028 (candidates can learn about the PCMA UW and the PCMA UW Regulations at: <https://pcma.uw.edu.pl/>);
- 3) a personal questionnaire for the applicant (downloadable from the UW BSP website: <https://bsp.adm.uw.edu.pl/bsp-druki-do-pobrania/>);
- 4) a copy of the document confirming possession of a doctoral degree;
- 5) the candidate's statement on meeting the conditions specified in Article 32, paragraph 2 of the Act;
- 6) candidate's statement of consent to the processing of personal data for the purposes of the competition proceedings (downloadable from the BSP UW website: <https://bsp.adm.uw.edu.pl/bsp-druki-do-pobrania/>);
- 7) candidate's statement that he/she is familiar with the contents of the Rules and Regulations of the Competition for the Director of the Polish Centre of Mediterranean Archaeology, University of Warsaw.

Stages of the competition procedure:

- 1) preliminary selection procedure - evaluation of the completeness and formal correctness of the documents submitted by candidates: candidates who meet the formal conditions will be admitted to the next stage of the competition procedure;
- 2) review the candidates' CVs by the Competition Committee and evaluation of their realistic strategies for the development of the PCMA UW for the period 2024-2028.
- 3) interview conducted by the Competition Committee with the candidates, ending with a secret ballot and creating a ranking list with the names of up to three candidates for presentation to His Magnificence the Rector of the University of Warsaw;
- 4) preparation by the Competition Committee of minutes signed by the Chairman of the Competition Committee and forwarding them, together with the materials on the candidate or candidates, to His Magnificence the Rector of the University of Warsaw.

Submission deadline and procedure for submitting documents

The documents must be submitted by **July 24, 2024**.

The competition documents can be submitted in paper or electronic form.

- electronic version of the documents should be sent by e-mail to the address of the Chairman of the Competition Committee, Prof. Piotr Bieliński: p.bielinski@uw.edu.pl with the subject line:

Director of PCMA UW - competition

or

- paper version should be delivered in a sealed envelope marked: ***Director of PCMA UW - competition***, to the Chairman of the Competition Committee or to the Secretariat of the PCMA





UW: 00-838 Warsaw, 69 Prosta Street, 6th floor, room 5.

In case of submitting a paper version of the documents, the candidates are kindly requested to send an electronic version of the CV and realistic strategy for the development of the PCMA UW for 2024-2028 to the e-mail address of the Chairman of the Competition Committee.

Candidates admitted to the interview will be notified of the date of the interview - expected interview dates: **late July/early August 2024.**

Final information

Expected date of competition result: **August 31, 2024.**

Expected start date of the candidate approved by His Magnificence the Rector of the University of Warsaw: **October 1, 2024.**

Participants of the competition will be notified by e-mail about the outcome of the competition.



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given and family name

Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process 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 (name the organizational unit to which your letter is addressed);
- by phone: 22 55 20 355.

Data Protection Officer (DPO)

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

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on current recruitment process.

Purpose and legal grounds of data processing

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

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

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

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 the 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 as the GDPR);

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

If your documents include data as mentioned 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 personal data, as mentioned 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 realising my recruitment process.

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent⁵ which may take the following wording:

I consent to 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 by, for example, sending an email at (email address due for the recruitment process).

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.⁶

Data retention period

Your personal data collected in this recruitment process shall be stored over the period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period of nine months.

Data recipients

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

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing, like

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(name all recipients of data)

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Signing-in is through Google Forms. Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.⁷ Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.⁸ This shall guarantee an adequate level of data security.

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>
⁸ <https://www.privacyshield.gov>

Rights of the data subject

Under the GDPR data subjects have the following rights:

- to access data and to receive copies of the actual data;
- to correct (rectify) your personal data;
- to restrict processing of personal data;
- to erase 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 violates 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.

.....
place and date

.....
applicant's signature

