



UNIVERSITY
OF WARSAW



UNIVERSITY OF WARSAW
Faculty of Economic Sciences

WNE/KK/2/2024

The Dean of the Faculty of Economic Sciences of the University of Warsaw, with the approval of the Rector of the University of Warsaw, is pleased to announce a competition for the position of Assistant in a didactic group conducting research and teaching in the field of finance at the Faculty of Economic Sciences of the University of Warsaw.

UW organizational unit	Faculty of Economic Sciences, www.wne.uw.edu.pl
Position title	Assistant
Staff group	research and didactic
Number of positions	1
Type of employment	employment contract
Working pattern	full time
Expected period of employment	fixed term with a possible extension for an indefinite period; the selected candidate will be subject to/undergo periodic evaluation
Base salary	6.400 PLN gross monthly
Expected start of employment	October 1, 2024
Scientific discipline within which the candidate will conduct research	Economics and finance
Key words	finance
Competition announced on	February 20, 2024
Application deadline	March 21, 2024
How to apply	by email to komisja_konkursowa@wne.uw.edu.pl with the title: "Application – Assistant no. WNE/KK/2/2024"
Expected date results will be announced	April 30, 2024
Confirmation of candidate's application will be announced	by email to the address specified by the candidate in the application documents
Results will be announced	<ul style="list-style-type: none">▪ by email to the address specified by the candidate in the application documents;▪ on the following websites:<ul style="list-style-type: none">○ www.uw.edu.pl/kategoria-praca/konkursy-na-stanowiska-nauczycieli-akademickich-archiwalne/○ www.bip.nauka.gov.pl/informacja-o-wynikach-konkursow-na-nauczycieli-akademickich/
Questions concerning the competition	by email to komisja_konkursowa@wne.uw.edu.pl with the title: "Application – Assistant no. WNE/KK/2/2024"

Key responsibilities in the position:

Didactic responsibilities:

The selected candidate will teach courses at the Faculty of Economic Sciences of the University of Warsaw as an assistant with a total teaching load of 360 hours a year, including classes for 1st and 2nd degree students and/or specialist classes. The selected candidate is expected to teach courses on topics in the field of finance, finance (ACCA), financial accounting, tax accounting (ACCA) in the area of PIT (personal income tax) and tax accounting (ACCA) in the area of CIT (corporate income tax). Courses should be offered in Polish and/or English.

Organizational responsibilities:

Academic organizational activities related to didactics and popularisation of science, including involvement in the work of selected university and departmental committees (including Accounting and Economics Research Centre, Postgraduate Studies in Accounting and Auditing).

Requirements for candidates applying for the position:

Candidates must meet the requirements set out in Article 113 of the Polish Law on Higher Education and Science of 20 July 2018 (Journal of Laws 2021, item 478, as amended) and in the Statute of the University of Warsaw (Resolution no. 443 of the Senate of the University of Warsaw of 26 June 2019 on the adoption of the Statute of the University of Warsaw), Monitor of the University of Warsaw 2019, item 190).

Formal requirements (must have):

- at least an MA degree (or equivalent) in the field of social sciences or the discipline of economics and finance.

Academic track record (must have):

- teaching experience in conducting classes with students (preferred experience in teaching courses on topics such as finance, accounting, personal and corporate income taxation);
- being able to conduct teaching in the discipline of economics and finance, in particular in the fields of finance, accounting and taxation;
- knowledge of the English language at a level sufficient to teach at the undergraduate and graduate levels.

The following will be advantageous:

- other significant achievements (e.g., qualifications, competencies, skills confirmed by certificates, awards, scholarships) and experience (e.g., holding organizational functions, participation in national and international teaching or research projects);
- excellent didactic activity (including hours of classes conducted, thematic diversity of classes offered, management of teaching projects, cooperation with business, organizational support of teaching offerings, training conducted);
- international experience (including cooperation with foreign research institutions and participation in international projects).

Candidates may be invited for an interview (in person or remotely) with the Faculty Selection Committee. Candidates will be contacted individually to schedule such an interview.

Candidates applying for the position should submit the following documents within the form and deadline set out in this announcement:

- an academic curriculum vitae containing information on research and teaching experience and achievements, including education, work experience, publications, research and/or didactic projects;
- a cover letter with the candidate's reasons for applying, including planned research and teaching activities (two A4 pages maximum);
- a signed application to the Rector of the University of Warsaw, together with the required declarations (Appendix no. 1).

Please send all of the above in separate files. If a candidate does not submit all of the documents stipulated here within the deadline set out in this announcement, the candidate will be excluded from the competition (exclusion for formal reasons).

Important

Applications will be evaluated by the Faculty Selection Committee. The Faculty reserves the right to respond only to certain applications. The competition may be closed without a selection being made if there is no candidate who meets the formal requirements and possesses an adequate academic track record.

The competition is the first stage of the employment procedure for an academic teacher, as specified in the Statute of the University of Warsaw. A positive outcome is the required basis for further proceedings.

About us

A place for Researcher and Lecturer:

The hired person will be a part of the team of the Faculty of Economic Sciences, University of Warsaw - **the best research unit in Poland in the field of economics and finance** and a university ranked among the **top 3% of economic institutions in Europe**.

Our researchers represent 25% of the top 200 economic authors in Poland, according to the RePEc ranking, and are currently implementing **over sixty national and international research projects**, including a prestigious Consolidator Grant funded by the European Research Council.

A team of ten people in the Research and Publications Office of the Faculty supports our Researchers at the stage of preparation, conduct and settlement of research projects.

We are an **open, international community, functioning on the basis of dialogue** and offering support in research and teaching activities.

The Faculty of Economic Sciences is also an excellent teaching unit, unique in Poland, holding **3 certificates of excellence issued by the Polish Accreditation Committee** for all study programs.

The Faculty members teach on **the best Polish programme in Economics**, the internationally accredited Finance and Accounting studies and the prestigious Informatics and Econometrics programme. The offer of the Faculty also includes specialized English-language programs - highly ranked in international lists: the program **"Quantitative Finance" is ranked 12th in the world, "Data Science and Business Analytics" – 1st place in Eastern Europe**.

As part of the University of Warsaw, we benefit from the potential of our University. We offer, among others, **additional funds for research** resulting from the implementation of the strategic programme "Excellence Initiative " and having the status of a Research University. The University's vibrant international cooperation provides an opportunity for its employees to work with scientists from research centres all over the world, e.g. within the 4EU+ Alliance.

Finally, the University of Warsaw is a reliable employer, distinguished with the **"HR Excellence in Research"** award and offering a friendly working environment. The University has implemented the principles of the European Charter for Researchers and the Code of Conduct while recruiting employees, and according to the Forbes ranking **"Best Employers in Poland 2021" Warsaw University is ranked 1st in the "higher education and science" category**.

Stable employment and a wide range of benefits:

We offer:

- interesting and challenging work;
- large scope of independence and responsibility;
- organizational support on the part of the Faculty's administration;
- seniority allowance (1% increase of gross remuneration for each year of employment, from the fourth year of employment, max. 20%);
- thirteenth salary;
- full-time employment contract;
- stability of employment at a renowned public university;
- rich social package, including among others:
 - subsidies for tourist holidays (so called "under the bushel" or bought in other institutions),
 - reduced rates of stays at University holiday centres;
 - preferential loans, e.g. for the purchase of a flat and for renovation purposes, financial aid in case of accidents and additional benefits for children;
 - the possibility to use a pass for the University's own sports facilities;
- possibility of private health insurance, including family members;
- the offer of FitProfit or FitSport sports and recreation cards allowing access to sport facilities all over Poland;
- possibility of short-term foreign scholarships within the Erasmus+ offer for University's employees, including training visits in order to improve skills and qualifications needed at work and to exchange experiences on an international scale;
- possibility of using psychological help in the University's own Psychological Help Centre;
- the opportunity to participate in interesting workshops and meetings at various University's facilities outside Warsaw, e.g. the modern European Centre for Geological Education in Chęciny, the Astronomical Observatory Station in Ostrowik, the Geobotanical Station in Białowieża and others;
- the opportunity to use the University's own nursery;
- the possibility of raising professional competences through participation in trainings and courses, and many other benefits and opportunities associated with employment with a leading employer in Poland.

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(place and date)

.....
(name and surname)

.....
.....
(correspondence address)

.....
(contact number)

.....
(email address)

To:

His Magnificence

Prof. dr hab. Alojzy Z. Nowak

Rector of the University of Warsaw

Krakowskie Przedmieście 26/28

00-927 Warsaw, Poland

**Application to enter the competition
for an academic teacher position**

I hereby submit my candidacy in the competition ref. no. **WNE/KK/2/2024** for the position of Assistant in a **didactic group** at the **Faculty of Economic Sciences of the University of Warsaw**.

By submitting this application, **I agree to the University of Warsaw processing:**

- my personal data provided in my CV, cover letter and other submitted documents for the purpose of this recruitment process,
- special categories of my personal data, referred to in Art. 9, Section 1 of the GDPR, provided in my CV, cover letter and other submitted documents for the purpose of this recruitment process, and
- my personal data for the purposes of any future recruitment processes at the University of Warsaw for the period of the next nine months.

.....
(signature)

**Declaration of awareness and acceptance of competition rules
for academic teacher positions
at the University of Warsaw**

I declare that I have read and accepted the rules for competitions for academic teacher positions at the University of Warsaw as specified by Decree No. 106 by the Rector of the University of Warsaw of 27 September 2019 available on the website of the University of Warsaw (<https://www.uw.edu.pl/universytet/wazne-dokumenty/>).

.....
(signature)

Information on personal data processing

Controller

The 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: 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)

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

The DPO, however, is not responsible for other matters, such as handling recruitment procedures, accepting recruitment documents, or providing information on the progress of recruitment processes.

Purpose and legal basis of data processing

The personal data of employment candidates will be processed for recruitment purposes only.

Your personal data to the extent indicated by employment law¹ (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) will be processed for the purpose of this recruitment process², whereas the processing of other data³ will take place based on your consent which may take the following wording:

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

If your documents contain data referred to in Art. 9, Section 1 of the GDPR (special categories of personal data), the processing of this data will be possible based upon your consent⁴ which may take the following wording:

I agree to the University of Warsaw processing special categories of my personal data, as referred to in Art. 9, Section 1 of the GDPR, provided in (e.g. CV, cover letter, and other submitted documents) for the purpose of this recruitment process.

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

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 Data Protection Regulation) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes) (hereinafter GDPR);

³ GDPR, Art. 6, Section 1, letter a;

⁴ GDPR, Art. 9, Section 2, letter a;

⁵ GDPR Art. 6, Section 1, letter a;

I consent to the 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 to wne@wne.uw.edu.pl (the email address used for the recruitment process).

Please note that the revocation of your consent does not affect the lawfulness of the data processing carried out upon your consent before your revocation.⁶

Data retention period

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

If you agree to your data being processed for the purposes of future recruitments, your data will be used for a period of nine months.

Data recipients

Authorized employees of the Controller, whose duties include data processing, will have access to your personal data.

Your personal data may also be disclosed to other parties requested by the Controller to provide specific services which require personal data processing. These parties include: members of the Competition Committee, employees from the Dean's Office at the Faculty of Economic Sciences of the University of Warsaw, employees from the Human Resources Office of the University of Warsaw.

Data transfer outside the European Economic Area (EEA)

Your personal data will be disclosed to parties authorized by law. We use Google Forms in the recruitment process. Your personal data will be processed by our provider of Google G Suite for Education at their data processing centres.⁷ Your data will be protected by the standards set out in the Privacy Shield, approved by the European Commission.⁸ This guarantees an adequate level of data security.

Rights of the personal data owner

Under the GDPR, you have the right:

- to access your data and receive copies of data currently held;
- to correct your personal data;
- to restrict the processing of your personal data;
- to remove your personal data, subject to the provisions of Art. 17, Section 3 of the GDPR;
- to file a complaint with the President of the Polish Personal Data Protection Office, if you believe any processing of your personal data has occurred unlawfully.

Information on the requirement to provide data

The provision of your personal data to the extent set out in law is necessary for participation in the recruitment process. The provision of other personal data is optional.

.....
place and date

.....
applicant's signature

⁶ GDPR Art. 7, Section 3;

⁷ <https://www.google.com/about/datacenters/inside/locations/index.html>

⁸ <https://www.privacyshield.gov>

.....
(name and surname)

DECLARATION

I declare that in the event of being hired, the University of Warsaw will be my primary place of employment as defined by the Law of July 20, 2018, *Law on Higher Education and Science*.

.....
place and date

.....
signature

Legal basis: Article 120 of the *Law on Higher Education and Science*.

Legal guidance: Article 120, part 2 of the *Law on Higher Education and Science* states that the condition for indicating a university as the primary place of employment is full-time employment in that institution. An academic teacher may not have more than one primary place of employment at the same time.